

Job Profile: Administration Assistant

Responsible to: Operations Manager

Remuneration: £15,000-£17,000, depending on experience (pro rata)

Hours: 14 hours per week

Location: Birmingham, with some UK travel

Contract: Permanent, on completion of a six-month probationary period

Holiday: 35 days per annum, including bank holidays (pro rata)

Closing date for applications: Monday 16th April at 12 noon.

Interviews to be held: week beginning 30th April.

Start date: as soon as possible

SCM is looking for a friendly and enthusiastic Administration Assistant to join our busy staff team to provide administrative support across the organisation.

Main duties:

- Processing affiliation and membership forms and sending out welcome packs and other correspondence.
- Recording events bookings and sending information to delegates.
- Assisting with keeping the website up to date, proofreading and updating content and blog posts.
- Attending SCM events where possible to manage bookings and other essential administration.
- Overseeing termly mailings to SCM's members, affiliated Chaplaincies and Link Churches with support from the staff team.
- Supporting Regional Development Workers to carry out the annual Groups Survey.
- Undertaking a range of other administrative tasks including dealing with post, staffing the telephone, maintaining stocks of stationery, record keeping and other correspondence as required.
- Undertaking any other tasks as required commensurate with the post.

The role will require occasional travel to events around the UK, and all reasonable expenses for travel will be reimbursed. Some evening and weekend work may be required for which time off in lieu will be given.

Person Specification

	Essential	Desirable
1. Education and Training	GCSE maths and English grades A-C or equivalent qualification.	NVQ or similar in Administration.
2. Experience	Experience of working or volunteering in a busy office environment.	Experience of working or volunteering for a membership based organisation or charity.
		Experience of working with Higher Education students and/or young people.
3. Knowledge and Skills	Competent in the use of Microsoft office, including Word, Excel and Publisher.	Experience of website content management using Drupal or WordPress.
	Good organisational skills and the ability to maintain office filing and administrative systems accurately and methodically.	Experience of using a database such as CiviCRM.
	Good oral and written communication skills to write letters, reports etc and deal with telephone queries.	
	Good attention to detail.	
4. Special Qualities	Ability to work flexibly as part of a small team.	Good problem-solving skills.
	Ability to work to deadlines and manage competing priorities.	
	Ability and willingness to work alone for periods of time without close supervision.	
	Prepared to work some irregular hours, including evenings and weekends.	
	Sensitivity towards people of all Christian traditions, those of other faiths, and those of no faith.	
	In sympathy with SCM's aims and values, including the ability to work inclusively with people regardless of age, disability, denomination, gender, ethnicity, sexual orientation, socio-economic background or belief.	

About the Student Christian Movement

SCM is a movement of students, past and present, responding to the call of Jesus to follow him and show the love of God on campus, in our communities, and in the world. We come together as an ecumenical and inclusive community, fostering unity in diversity and exploring faith through worship, discussion and intentional action.

SCM's vision is that every student can find a vibrant, open and inclusive Christian community, where they can explore faith and be inspired to put faith into action.

The movement is made up of a network of groups and individual members across Britain, as well as link churches and affiliated chaplaincies. Each SCM group is different, but students can expect to find a warm welcome as well as activities including bible study, prayer, campaigns and social action, talks, discussions and socials. As a national movement, we come together at regional and national events to learn more about our faith and spend time as a community

SCM provides resources and training to student groups, churches and chaplaincies on student outreach and engagement, leadership and social action.

The British SCM is part of the World Student Christian Federation which brings together more than two million Christian students around the world.

For more information about SCM visit our website at www.movement.org.uk

Position within the organisation

