

SCRIPTURE UNION SCOTLAND

ADMINISTRATOR: CHALLENGE HOUSE OFFICE, GLASGOW

- Job Title:** Administrator (PT)
- Location:** Challenge House
- Department:** Regional Ministries Department
- Line Manager:** GO (Glasgow Outreach) Team Leader
- Purpose:** To provide administrative and secretarial support for those Regional staff serving Glasgow and the surrounding areas.

Key Attributes:

The person appointed will:

- possess excellent organisational and time management skills
- have good general IT skills
- have a high level of competency in Microsoft office, namely WORD (essential) and ACCESS (desirable)
- work well under pressure
- have an ability to work effectively unsupervised
- have the ability to relate well to a wide variety of people: campers, parents, volunteers, staff, ministers and head teachers
- be able to exercise discretion in the handling of confidential information
- have an excellent telephone manner

Tasks and Responsibilities

1. General Secretarial Duties

- typing of correspondence and documents
- filing
- telephone
- e-mail
- mail
- answering the front door
- photocopying
- ordering stationery / supplies
- maintaining petty cash records
- maintaining an orderly work environment

2. Servicing of Committees

- preparation and distribution of minutes
- Keeping accurate records of committee membership and databases

3. Administration related to SU Residential events
 - handling telephone bookings and enquiries
 - processing written applications
 - mailing acknowledgements and final information
 - cash handling and banking
 - collating and distributing information for team members
 - updating databases

4. Supporting Regional Workers
 - diary and file management
 - Organising mailings and communication with supporters and clients
 - production and distribution of publicity for SU events
 - Creating prayer newsletters for staff.

5. Other duties
 - as requested by the GO Team Leader and other “Challenge-House based” Regional staff

Related to Scripture Union as a whole:

1. Availability to help with other areas of work as departmental workload permits
2. Willingness to encourage financial support for SU
3. Sympathy with SU's ethos and vision