

SCRIPTURE UNION SCOTLAND
Administrator
Edinburgh Office
Job Description

JOB TITLE: Administrator

LOCATION: Scripture Union Scotland, Edinburgh Office at Oxfords

RESPONSIBLE TO: Edinburgh Office Manager

CONTRACT TERM: 10 hours per week - permanent

OVERVIEW/PURPOSE

To provide administrative and secretarial support to Regional Workers across Edinburgh, Lothians and Borders as well as other staff working from an office base at Oxfords.

MAIN TASKS AND RESPONSIBILITIES:

1. Office Organisation

- Helping to organise a regional office and create a Christian working environment in line with the SU Scotland ethos statement
- Maintaining an ordered and safe and secure working environment
- Keeping accurate records for schools in SU Scotland's database, and a shared responsibility for records of churches and individuals
- Accessing the Regional Worker's Outlook diary to assist with the scheduling of meetings, appointments and tasks
- Monitoring resources

2. Residential and other regional events

- Assisting with the designing, producing and organising the distribution of publicity for regional events
- Processing bookings and entering data accurately into the databases
- Sending booking acknowledgements and event information

3. General Secretarial Duties

- Dealing with correspondence and other documentation in word processing, desk top publishing, spreadsheet and email packages
- Photocopying & printing including mailings, resources etc.
- Handling, recording and banking cash and cheques for all activities organised by the regional office
- Ordering stationery and supplies helping the office to function smoothly

4. Communication

- Handling enquiries by phone, email and in person including those regarding our Christian ministry, being able to explain these to parents, teachers, young people etc.
- Supporting SU Group Leaders and volunteers in their ministry including the gathering of statistical information, prayer news etc.

- Assisting with the editing and mailing of regional prayer letters and other communication to prayer groups and supporters, including generating labels and emailing lists from the SU Scotland database
- Maintaining regional web pages

5. Other duties

- Participating in office or regional team meetings including prayer and Bible study
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified
- Attendance at Staff Conference - usually 48 hours in early December
- Taking part in other SU Scotland activities where appropriate
- Demonstrating commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond
- Playing a part in promoting SU Scotland's work and helping to encourage more prayer support, financial giving and volunteer involvement

Occupational Requirement

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9).

This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

Appointment will be subject to a satisfactory PVG Scheme Disclosure.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.

December 2017