

**Administrator**  
**Milton Street Office, Glasgow**  
**Job Description**

**JOB TITLE:** Administrator

**LOCATION:** SU Scotland Head Office, 70 Milton Street, Glasgow.

**RESPONSIBLE TO:** Prayer and Church Partnerships Coordinator

**CONTRACT TERM:** 20 hours per week - Permanent

**OVERVIEW/PURPOSE**

Providing administrative and secretarial support to a team of staff in the SU Scotland Head Office, including the Prayer & Church Partnership Coordinator, the Director of National Ministries and Regional Workers covering the surrounding area.

**WORKING RELATIONSHIPS**

**Internal:** Other admin staff, Regional Workers, Prayer & Church Partnerships Coordinator, National Ministries Director, Development Director, SU volunteers.

**External:** Parents, Church leaders, Church SU Scotland Ambassadors and Champions, Associate Worker Trusts

**BACKGROUND**

SU Scotland's vision is:

**To see the children and young people of Scotland  
exploring the Bible and responding to the significance of Jesus**

We are an interdenominational movement committed to reaching the children and young people with the good news of Jesus Christ. Much of our work is in schools, residentials and missions either working with children and young people or encouraging and enabling volunteers and churches to develop their ministry amongst them. In all our activities we seek to place emphasis on prioritising the disadvantaged, working with the church, taking account of the family context of the children and young people we work with and evaluating the effectiveness of ministry.

The administrator role is based in the Glasgow office from which approximately 30 members of staff work, and involves working closely with another administrator. Together, administrative support will be required for Regional Workers in the greater Glasgow regions, the Director of National Ministries and the Prayer & Church Partnerships Coordinator

Professional development is taken seriously for those on the staff team and regular training opportunities are provided within SU Scotland.

**MAIN TASKS AND RESPONSIBILITIES:**

- 1. General Organisation and Administration**
  - Maintaining an ordered and safe working environment; creating a Christian working environment in the SU Scotland Head Office
  - A shared responsibility for keeping accurate database records for schools, churches and individuals

- Using WORD, PUBLISHER, EXCEL and COREL to process and create appropriate documents
  - Using OUTLOOK for email communication and assisting with scheduling diary appointments for Regional Workers and the Church Partnerships Coordinator
  - Photocopying & printing including mailings, resources etc.
  - Handling, recording and banking cash and cheques for all activities organised by the regional office
  - Arranging the payment of invoices locally or by the Finance Department
  - Preparing a monthly return for the Finance Department of SU Scotland
  - Receiving incoming general calls and answering front door on a rota basis
- 2. Administration of Events**
- Assisting with the design, printing, and distribution of publicity for events
  - Processing camper bookings and entering data accurately into the database
  - Sending booking acknowledgements and event information
  - Finalising of accounts for regional events
- 3. Communication**
- Handling enquiries by phone, email and in person including those regarding our Christian ministry, being able to explain these to parents, teachers and young people
  - Supporting SU Group Leaders and volunteers in their ministry including the gathering of information for Impact Studies, prayer news etc
  - Assisting with the editing and mailing of prayer letters and other communication to prayer groups and supporters
  - Maintaining regional web pages
  - Communicating with Church Ambassadors including the processing of monthly e-news and assisting regional administrators with the process
  - Communicating with Associate Worker Trusts including their office-bearers, staff and line managers.
- 4. Other duties**
- Participating in 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.

March 2018