The Chaplaincy to the University of Leicester is seeking to appoint a temporary part-time Administrator for the period 1st March – 30th June 2019

Salary £7,000 - £8,575.20 pro rata.

Average of 18 hours per week, flexibility essential.

This post involves support to the provision of effective and efficient day-to-day operations of the Christian Chaplaincy to the University of Leicester and to oversee the day to day running of the Gatehouse Chaplaincy Centre. To provide administrative support for the chaplains’ team, particularly to the Co-ordinating Chaplain and to be a liaison between the Chaplaincy and University

The Chaplaincy is a Local Ecumenical Partnership set up by Churches Together in Leicestershire. Registered Charity 1048391

Further particulars of the role follow below. Enquiries may be made to:

Bob Norman
0116 252 3777
chaplaincy@le.ac.uk

Completed application forms from the website should be submitted by e-mail to chaplaincy@le.ac.uk.

Closing date for applications is midnight 21st February 2019. Interview date to be advised. Potential start date 1st March 2019.
CHAPLAINCY TO THE UNIVERSITY OF LEICESTER

JOB DESCRIPTION

JOB TITLE: Administrator

SALARY: £7,000 – £8,575

HOURS/CONTRACT: 18 hours per week spread over 4 days per week (Monday – Thursday). Working hours will be concentrated mainly within University term time. Some flexibility in actual hours worked, by arrangement, will be expected to cover out of hours events and busy periods.

RESPONSIBLE TO: Coordinating Chaplain as line manager, Chaplaincy to the University of Leicester and Chaplaincy Council.

ROLE PURPOSE:

To provide support to the provision of effective and efficient day-to-day operations of the Christian Chaplaincy to the University of Leicester and to oversee the day to day running of the Gatehouse Chaplaincy Centre.

To provide administrative support for the chaplains’ team, particularly to the Co-ordinating Chaplain

To be a liaison between the Chaplaincy and University

PRINCIPAL RESPONSIBILITIES:

1. To be sympathetic to the Christian ethos of the Chaplaincy to the University of Leicester and to have an understanding of and be able to work with the different partner denominations.

2. General administrative duties, to include:

a) reception duties, to provide a welcome to visitors (students, staff and public) and direct enquiries, as appropriate
b) to receive telephone calls
c) to deal with generic emails and correspondence to the Chaplaincy
d) to maintain proactively a diary of Chaplaincy engagements
e) to maintain databases for the purpose of mailing etc., with due regard to General Data Protection Regulation (GDPR).
f) To maintain links with University IT Services including the establishment and maintenance of University IT accounts for chaplains and staff and maintenance of the Chaplaincy pages of the University of Leicester website.
g) to co-ordinate Chaplaincy room bookings, to issue invoices to hirers, keep records of key holders and maintain Chaplaincy room booking diary.

h) to administer the Chaplaincy’s social media presence.

i) to prepare the agendas and minutes of the Chaplains’ meetings, in consultation with the Coordinating Chaplain.

j) to assist with arrangements, publicity and invitations for Chaplaincy events and weekly activities.

k) to assist with photocopying/printing and filing, with oversight of the Chaplaincy archive

l) to ensure that office equipment and stock is maintained.

m) to assist in the production of the Chaplaincy information leaflets.

3. To act as coordinator of Safeguarding Records, support the Chaplain with lead responsibility for Safeguarding, and to ensure that data is held to implement the Safeguarding Policy adopted by the Chaplaincy Council.

4. To be a liaison between the Chaplaincy and University; to signpost chaplains to University contacts and services

   To be available to known Chaplaincy callers, providing them with the necessary information or appropriate assistance, possibly including an element of pastoral care if Chaplains are unavailable, whilst taking due regard of the Lone Worker Policy at the Gatehouse.

5. To assist Chaplains with hospitality and organisation at major Chaplaincy events (e.g. Lectures, Carol Service) out of normal working hours.

6. To assist with day to day liaison with Chaplaincy Volunteers, to assist in their appointment, training and coordination and maintenance of suitable records.

7. To assist with the organisation of general maintenance of the Gatehouse premises, including liaison with the University appointed cleaners and porters to ensure that the building is usable as required by the Chaplaincy Council.

8. To provide agreed specific support to the Co-ordinating Chaplain.

9. To assist the Treasurer of the Chaplaincy Council in day to day receipts and payments and provision of information. To be responsible for the Petty Cash

10. To attend, advise and administer the Finance & General Purposes Committee of the Chaplaincy Council, including production of agendas and minutes and attendance at meetings outside of normal working hours, if necessary.

11. to attend and administer the Chaplaincy Council under the direction of the Chair of Chaplaincy Council and the Coordinating Chaplain, including production of agendas and minutes and attendance at meetings outside of normal working hours.

12. To oversee catering provision and catering facilities

13. To undertake such other tasks as may reasonably be required by the Coordinating Chaplain
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- A minimum of 5 GCSEs passes (including Maths and English Language at grade C or above), or equivalent qualifications
- Some prior broadly related experience in a similar clerical/administrative role*
- Working knowledge and experience of relevant systems, equipment, processes and procedures including standard software packages (such as Microsoft Office, especially Outlook, Word, and Excel) and use of the internet)*
- Experience of maintaining confidentiality when appropriate*

DESIRABLE

- Previous experience of providing administrative support to a team*
- Experience of working within higher education and/or in a Christian denomination*
- Possession of qualifications or courses attended relevant to the post*
- Some understanding of the structures and distinct features of different Christian denominations, particularly the partners who make up the Chaplaincy Local Ecumenical Partnership. *
- Food Hygiene Certificate

*Criteria to be used in shortlisting candidates for interview

SKILLS, ABILITIES AND COMPETENCIES

ESSENTIAL

- Effective time management
- Ability to work independently and as part of a team and to plan and organise the time of self and others* 
- Effective oral and written skills in order to communicate effectively with students, staff and volunteers*
- Familiarity with work priorities and those of colleagues
- Ability to organise and prioritise workload proactively ideally in weekly discussion with the Coordinating Chaplain
- Numeracy skills
- Able to demonstrate accuracy and attention to detail*
DESIRABLE

- Ability to effectively apply committee proceedings and protocols*
- Ability to navigate university and denominational infrastructure, policies and procedures*
- Willingness to undertake further training relevant to the role

*Criteria to be used in shortlisting candidates for interview

Updated 13th February 2019