

# SCOTTISH EPISCOPAL CHURCH

## SCOTTISH EPISCOPAL INSTITUTE ADMINISTRATOR

### JOB DESCRIPTION

The role involves the provision of administrative support and services to the Scottish Episcopal Institute (SEI) and its staff

#### **Responsible to:**

The SEI Principal and, in relation to specific tasks, the appropriate other senior member of SEI Staff (specifically in relation to recruitment and selection matters, the Provincial Director of Ordinands)

#### **Duties:**

1. To be responsible for the administration of all Common Awards processes including:
  - the registration of students
  - the assigning of banner IDs
  - the management of student assignments (the logging in of marks, sending assignments to moderators, monitoring submission dates, provision of marked assignments to students and Diocesan Advisers)
  - the production of spreadsheets detailing student marks for exam boards
  - the preparation and updating of a handbook on Moodle
  - the maintaining of up to date records generally
2. To be responsible for the servicing of meetings and teaching events including:
  - the taking of minutes at meetings of the Institute Council, Management Committee and such other bodies as may be required
  - the mailing of agendas and minutes for meetings
  - the booking of rooms and arranging catering for meetings
  - staffing reception for SEI evening seminars and being on hand to advise on the operation of Big Blue Button
3. To be responsible for the management of residential bookings, Appraisal Conferences and course dates including:
  - the booking of accommodation for Residential Weekends, staff training events, in house training days and Appraisal Conferences
  - undertaking all necessary mailings for residential weekends or meetings
  - the preparation of all necessary support documentation for such meetings including Residential Weekend spreadsheets
4. To be responsible for the administration of the SEI Library, including:-
  - the maintaining of up to date records
  - the posting of books to students
  - the ordering of new publications

5. To be responsible for social media on behalf of SEI, including:-
  - the posting of materials as necessary on the SEI website
  - liaison with SEC Communications staff as necessary
6. To be responsible for in house publishing including:-
  - the preparation of handbooks for Initial Ministerial Education (IME), Mixed Mode training and Field Education
  - the compilation of the SEI Directory and prayer leaflet
  - the sending out of occasional cards and invitations as necessary
7. To be responsible for Protection of Vulnerable Groups (PVG) administration for SEI, including:
  - PVG registration of incoming students
  - liaison with General Synod Office PVG staff
8. To undertake general secretarial duties for SEI Staff including the production and sending out of letters and emails as required
9. To undertake general “front of house” tasks for SEI including dealing with telephone and email enquiries and liaising with members of GSO staff as necessary
10. To undertake routine financial and budgetary tasks for SEI including the processing of expense claim forms for staff and students and paying invoices on behalf of SEI
11. To provide administrative support for the Provincial Director of Ordinands in relation to provincial processes for recruitment and selection, including:-
  - the practical arrangements for selection panels and conferences, liaison with candidates and selectors and the processing of related documentation;
  - the maintenance of files and records as necessary;
  - the practical arrangements for training events for Scottish Episcopal Church staff and others in relation to recruitment and selection matters;
  - such other duties as required by the Provincial Director of Ordinands
12. To assist with covering GSO reception during holiday or sickness absence
13. To carry out such other any other duties as required by the Principal.

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## PERSON SPECIFICATION

The candidate for the post will have drive and enthusiasm and be able to work to a significant extent on their own initiative. Particular qualities that are sought in the candidate include:

- (a) Good self-management, decision-making, administrative and organisational skills; a logical, systematic and innovative approach to challenges and opportunities.
- (b) Well-developed inter-personal skills and the ability to deal sensitively and effectively with people at all levels.
- (c) Good communication skills (both written and oral).
- (d) An ability to take initiative and work independently within agreed parameters.
- (e) An ability to create and sustain productive, long-term working relationships.
- (f) Experience in the use and application of information and communications technology including spreadsheets, databases, word processing, presentations, desktop publishing, internet, Doodle polls and other commonly used IT applications within an office environment (preferably via Microsoft Office) including email and an eagerness to keep up to date and develop IT skills as needed for application in the workplace.
- (g) An ability to operate social media.
- (h) A good working knowledge of Moodle and/or other Virtual Learning Environment platforms and mechanisms or an aptitude to acquire such knowledge.
- (i) Good keyboard skills with attention to detail and accuracy.
- (j) Good diary management skills.
- (k) An ability to take minutes.
- (l) An understanding of the Dewey system of library cataloguing or a willingness to learn.
- (m) An understanding of the importance of personal data management and protection.
- (n) An understanding of procedures in relation to PVG scheme membership
- (o) A supportive approach to assisting the Scottish Episcopal Church in its mission and ministry and an awareness of its culture as a voluntary organisation.

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## Outline Conditions of Service

### Full-time – 35 hours per week

#### **1 Salary**

The salary range will be £19,528– £22,348 per annum. Placing within the range will be in accordance with relevant experience.

#### **2 Holidays**

25 working days leave per year and ten statutory holidays. Three days leave require to be taken between Christmas and New Year.

#### **3 Sick Pay Scheme**

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

#### **4 Pension Scheme**

Employees are eligible to join a non-contributory defined benefit Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer (currently at the rate of 32.2% per annum). There is also a Death in Service Benefit.

#### **5 Period of Employment**

Following satisfactory completion of a six month probationary period, during which a four week notice period applies (otherwise than in the event of gross misconduct), three months' notice on either side will apply.

#### **6 Retirement**

There is no compulsory retirement age applicable to the post.

#### **7 Allowances**

Actual expenses incurred while engaged on General Synod business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 45 pence per mile).

#### **8 Hours of duty**

35 hours per week. Normal full time office hours are from 8.45 to 5.00 pm Monday to Thursday and 8.45 am to 3.45 pm on Friday. There may be

occasions when it is not possible to confine working hours to these times and the working week may be longer. No compensatory payment is available unless exceptional circumstances pertain but a flexi-time system operates allowing for some appropriate time off in lieu.

Regular Attendance to provide reception services on Wednesday evenings for SEI seminars is required as part of the job (normally necessitating presence at the office until 9.15 pm).

## **9 Location**

The normal place of work is the General Synod Office at 21 Grosvenor Crescent, Edinburgh. There is a staff car park and it is normally possible to allow staff to bring cars to work.