



Administrator

Job Title	Administrator
Accountable to:	CEO
Hours and term	17.5 hours a week (flexible hours), to be worked over 3-4 days including Tuesday
Salary:	£25-28k (FTE) depending on experience
Location:	Working from home

Background

Communities Together Durham (CTD) seeks to bring hope to communities through the local church. We are closely linked to Durham Diocese, although our work also takes place alongside ecumenical partners, local authorities and others in the charity sector. CTD currently manages two separately funded projects with a staff team of 8.

In the Bridge project, our development team work alongside local churches to deliver Durham Diocese's challenging poverty objective. This project offers training and support to clergy and local churches to enable them to respond to poverty in their context. We raise awareness of poverty, develop effective local projects and participate in regional conversations to challenge injustice.

The Support for Refugees and Asylum Seeker (SRAS) project offers initial support to help Asylum Seekers and Refugees placed in County Durham. CTD is the lead voluntary sector agency for the New Pathways Arrival programme in County Durham and has a significant coordinating role with other agencies.

Purpose of the role

The postholder will lead on:

- Administration for the charity, ensuring effective and efficient processes in central functions and administration of the projects.
- Financial administration, maintaining and delivering financial processes to the highest standards.
- Administrative support for the board of trustees of CTD.
- External facing communications, including social media and CTD's website.

Specific responsibilities

1. Administration
 - To support the smooth running of CTD with effective and efficient administration
 - To represent CTD as the first point of contact for emails and phone calls.

- Organise events on behalf of CTD, and support team members with event management as requested.
 - To ensure effective records on issues of compliance, including safeguarding, health and safety and GDPR.
2. Financial administration
 - Administer CTD's finances, including income and expenditure reconciliations, salary and expense processing, maintaining our financial software, ensuring accurate and up to date records of restricted funds, HR records, processing payments etc.
 - Complete financial reporting for the CEO, RAS Project Lead, Trustees and funders as required.
 3. Administrative support to the board of trustees
 - To coordinate the agenda, papers and reports for trustee meetings with the Chair and CEO.
 - Minute taking at meetings and efficient communication to trustees.
 4. Lead on external facing communications from CTD
 - Implement a Communications Strategy, including a regular pattern on social media, CTD's website and shared content with partners. To coordinate contributions from other team members, act as editor and writer of new content.
 - To edit and ensure consistent design standards for Bridge Project resources designed for the local church.
 - Administer CTD's website.
 5. PA to the CEO, assisting with scheduling meetings, communications, research and project management.
 6. Database administrator for CRM system (alongside database lead for each project).
 7. Attend and participate in team meetings, supervision sessions and appraisals.

This job description is intended as a guide to the main responsibilities and tasks of the role and is not an exhaustive list of duties. Post holders will be required to undertake other tasks commensurate with the nature and grading of the post. This job description will be reviewed at the end of the probationary period and during the annual appraisal cycle, when the postholder will be consulted about any changes.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with CTD on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

Confidentiality

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

Safeguarding

If at any time you see or hear anything that could suggest a safeguarding risk or have any other reason to be concerned, this should be reported immediately to the CTD Safeguarding Lead.

Equality, Diversity & Inclusivity

CTD is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time you see or hear anything that could suggest a breach to our commitment and policy for equality, diversity and inclusivity or have any other reason to be concerned, it should be reported immediately to your line manager.

Person specification

Attribute	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent organisation and time management skills • Financial management experience to at least bookkeeping level • Experience using financial management software • Strong attention to detail and commitment to high quality work • An understanding of the principles of safeguarding • Experience of best practice in confidentiality, data sharing and GDPR • Excellent IT and administration skills including Microsoft Excel 	<ul style="list-style-type: none"> • Experience of working with vulnerable people • Experience working in the church or charity sector • Relevant qualification in financial administration (AAT or similar) • Understanding of the organisation and activities of the Church of England
Personal Attributes	<ul style="list-style-type: none"> • Empathy, understanding, patience and strong problem solving abilities • Tactful and diplomatic • Strong written and oral communication skills. • Able to work flexibly and productively independently and as part of a small team • A positive attitude to Christian ethos and values. 	
Other	<ul style="list-style-type: none"> • This role is home working. The post holder will need to attend fortnightly team meetings and occasional events at Cuthbert House, Stonebridge, Durham, DH1 3RY. 	