

## North Team Administrator Job Description



**JOB TITLE:** Administrator

**LOCATION:** Hybrid: Home/Lendrick Muir office

**RESPONSIBLE TO:** North Highlands, Wester Isles and Orkney Regional Worker

**CONTRACT TERM:** 15 hours per week - permanent.

### OVERVIEW/PURPOSE

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 committed to employing staff who will recruit, motivate, train, equip and support volunteers a larger number of volunteers with whom they work in partnership. to realise this vision through work in schools, residential and missions.

This post will meet this vision by providing administrative and secretarial support to four Regional Workers within the North team.

In all our activities we seek to prioritise the disadvantaged, work with the church, take account of the family context of the children and young people we work with and evaluate the effectiveness of ministry.

### WORKING RELATIONSHIPS:

**Internal:** Other admin staff, Regional Workers, North Team Leader, SU Scotland volunteers including ambassadors, donors, prayer supporters and residential/school team members

**External:** Parents, Church leaders, school staff, business suppliers and other contacts

### MAIN TASKS AND RESPONSIBILITIES:

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland to and demonstrate in the way you go about your tasks a dependence on God.

As a practising Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- Attending and taking an active part in staff meetings and corporate Staff Prayer, to hear of SU Scotland's work and to spend time in prayer and worship together
- Leading or participating in sessions of prayer and biblical reflection within the team
- Involvement at the annual staff residential retreat and other staff days as they arise

To model SU Scotland's values of dependence on God and deepening relationships in the undertaking of all administrative tasks in support of our ministry.

#### 1. Office Organisation

- Maintaining an ordered, safe and secure working environment

- Taking responsibility for keeping accurate CRM database (Dynamics) records for schools, churches and individuals
- Using WORD, PUBLISHER, EXCEL and CANVA to create appropriate publicity and event communications
- Using OUTLOOK and TEAMS for communication and assisting with scheduling diary appointments for Regional Workers
- Photocopying & printing including mailings, resources etc.

## **2. Residential and other regional events**

- Assisting with the designing, producing and organising the distribution of publicity for regional events
- Preparation of resources for residential 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, young people and others as appropriate
- 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

## **4. In common with all SU Scotland staff members:**

- Further the aims and activities of Scripture Union Scotland
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified
- Taking part in other SU Scotland activities where appropriate
- Demonstrating commitment to the SU Scotland Mission, Ethos, Vision, Values, Belief Statements and work practices, and the wider ministry of SU in Scotland and beyond.

## **5. Play your part in SU Scotland's Grow the Team initiative:**

- Promote SU Scotland's work and help encourage more prayer support
- Be aware of volunteering opportunities and promote these as appropriate
- Grow personal support and promote the opportunity for partnership through financial giving. Your line manager and the support development team will work with you to define what is appropriate and agree a plan with you

## **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.

April 2024