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JOB DESCRIPTION

| 1. JOB DETAILS | |
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| Job Title | Administrator, Iona Abbey Centre |
| Location | Iona |
| Line Manager | Operations Manager |
| Salary | Resident Team allowance of £661.00; all rent, bills and food included. OR Islands Staff - – £21,387 starting salary, Grade C (under review) |
| Pension | Company Pension Available |
| Holidays | 37 days inclusive of Public Holidays |
| Duration: | 3 year resident contract – starting 1 st February 2023 |
| Probation | 3 months probationary period |
| Hours | 35 hours per week; with Common Life commitments in addition. |
| Protection of Vulnerable Groups | This post is exempt from the Rehabilitation of Offenders Act. The post-holder must be or become a member of Scotland's Protection of Vulnerable Groups Scheme. |
| | Please read the attached 'Terms and Conditions of Employment – Iona 2023' and 'working for the Iona Community on Iona 2023' for essential information about living and working conditions. |
| Date of this version | October 2022 |

JOB PURPOSE

This is a key role, which requires excellent computer and organisational skills. The Administrator will support the Warden and the Operations Manager in all areas of administration and logistics support. They will be a member of the Senior Management Team on the island and will bring a high degree of expertise and flexibility to the role. They will play a full part, along with all other Resident staff, in the Common Life of the Iona Community.

MAIN RESPONSIBILITIES

Administration and Office Management

- Supervise the Administration Volunteer, ensuring administrative and secretarial support to the team.
- Build and maintain internal communications systems to ensure lines of communications across all departments are effective – including template documents in Excel and Publisher that can be used online and offline.
- Ensure all public-facing materials (e.g. publicity, guest lists, sign-up sheets, posters, flyers) are consistent with the Iona Community's style guide and communications protocol
- Ensure the daily diary is kept up-to-date
- Maintain a shared online calendar for holidays, days off and key events

The Iona Community is an ecumenical Christian movement seeking new ways of living the gospel in today's world through working for peace and social justice rebuilding community and in the renewal of worship.

Company No: SC096243
Charity No: SC003794

- Take minutes at staff meetings
- Maintain all office equipment and be the main point of contact for trouble-shooting
- Ensure documents and resources, including handover notes, are up to date and available in SharePoint
- Order stationery supplies

Bookings and Guests

- Make external bookings on behalf of the Iona Community (e.g. Village Hall)
- Receive and agree bookings for use of IC premises on Iona
- Support Administrator (based on the mainland) in all aspects of Iona-based bookings, including ensuring that guest queries are answered in an efficient and timely manner
- Support all departments ensuring they have the relevant guest information they need to fulfil their duties, i.e. information re diets for kitchen, accessibility and room allocation for Housekeeping

Staffing

- Maintain Volunteer staffing and accommodation matrix
- Produce written weekly staffing updates
- Be the main point of contact on Iona for volunteers/residents in the matrix prior to their arrival (answering queries, sending information, finding a buddy, etc.)
- Prepare induction packs

Finance

- Liaise with Finance Administrator on the mainland:
 - Day-to-day management of any necessary on-island accounting for payments, and preparation of weekly and monthly reconciliations.
 - Enable safe and efficient handling of collections and other cash income.
 - Preparation of invoices, importing to the Accounting System (Xero)
 - Reporting of Gift Aid
 - Process cheques and cash for banking.

Any other duties, reasonable and appropriate to the post, as may be required

For all Islands Resident Staff

- a) Promote and support a positive ethos within the Abbey Centre consistent with the Iona Community's Purpose and Rule of Life, role modeling and encouraging the Community's model of hospitality and common life.
- b) Ensure the Abbey Centre maintains an atmosphere of warm welcome, nurture and hospitality for all who live, work or visit.
- c) Participate fully in the common life of the resident staff group.
- d) As part of our commitment to the Common Life the post holder is required to support and lead regulated work with Children.
- e) The worship of the Iona Community on the island is the responsibility of the Abbey Warden, however, all other resident staff members will be expected to share in the facilitation and leadership of worship, for which training will be given.

SUPERVISION AND BUDGET RESPONSIBILITY

The post holder will line manage the Administration Assistant. They will be expected to handle large sums of money and confidential information in a professional manner and in accordance with the Iona Community's policies and protocols. The post has no direct budget responsibility.

LEVEL OF AUTONOMY AND DECISION-MAKING

This post has considerable day to day autonomy and can make decisions relating to the area of responsibility. Changes to processes etc. will require to be referred upwards as appropriate.

COMMUNICATIONS

The main internal contacts of the post are:

Colleagues on Iona, at Camas and on the Mainland,

The main external contacts of the post are:

Guests and members of the public, suppliers

PERSON SPECIFICATION

1. Demonstrated administrative skills and experience
2. High level of computer literacy, including a thorough working knowledge of Office 365 and the use of spreadsheets (Excel)
3. Excellent organisational skills;
4. Good interpersonal skills when relating to staff and public
5. Flexible, friendly and confident interpersonal manner
6. Ability to maintain a high degree of responsibility and confidentiality
7. Ability to work flexibly and as part of a team
8. Ability to manage and prioritise conflicting demands
9. Ability to process financial transactions
10. Initiative when setting up systems and ability to develop this new post
11. Ability to cope with the physical and mental challenges of living on a remote Hebridean island
12. The postholder should also be in sympathy with the aims and concerns of the Iona Community.

AGREEMENT

Job Holder's Signature

Date

Immediate Manager Signature

Date

ADDITIONAL COMMENTS

This document will be reviewed: on an annual basis at the time of the annual appraisal; or within six months of appointment; or as a result of a change in strategic direction; or as a result of a team / operational requirement.