**Lothian and Borders Presbytery**

**Job Description for Presbytery Administrator**

**Title of Post:** Presbytery Administrator (Lothian and Borders Presbytery)

**Responsible to:** You will be responsible in the first instance to the Presbytery Clerk or another line manager appointed by Presbytery.

**Main Purpose:** To provide effective administrative support to the Presbytery Clerk to ensure the smooth running of the Presbytery’s affairs. To help the line manager to make best use of his/her time by dealing with secretarial and administrative tasks.

**Main Duties**

* devising/maintaining office systems such as data management and filing
* dealing with incoming correspondence and phone calls
* organising and maintaining diaries and making appointments
* carrying out background research and presenting findings on an ad hoc basis
* producing documents, briefing papers and occasional reports
* organising meetings and ensuring the line manager has all documents required in advance
* assisting with preparation of the agenda and setting up full meetings of Presbytery.
* attending Presbytery meetings and taking minutes 4 times per year, ensuring extract minutes and other actions relating to the Presbytery meeting are carried out.
* attending Presbytery Council meetings to take minutes.
* attending occasional special meetings to take minutes
* providing appropriate administrative support for Conveners of other Presbytery Committees
* general administration tasks including notifying the annual appointment of Commissioners to General Assembly, collecting annual congregational statistics and organising the annual inspections of congregational records and accounts and updating the Registration of Ministries lists as required.
* bookkeeping on behalf of the Presbytery Treasurer.
* establishing and maintaining safe systems of work within the Presbytery office. [If there is an office]
* undertake such other duties as may be required from time to time by the line manager.

**Skills**

* ability to work on own initiative
* previous experience in an administrative role would be helpful
* excellent written and oral communication skills
* excellent word processing and IT skills, including knowledge of a range of software packages
* the ability to work under pressure and to meet deadlines
* good organisational and time management skills
* the ability to research, digest, analyse and present material clearly and concisely
* excellent interpersonal skills
* honesty and reliability
* attention to detail
* flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
* discretion and an understanding of confidentiality issues.

**Knowledge**

Full working knowledge of Presbytery and Church of Scotland structure and organisation

Ability to use Microsoft packages

Ability to use PIMS (Presbytery Information Management System) would be an advantage

**Salary**

Payment will be made monthly. Pay will be £25,000 per year.

**Hours of work**

Hours of work will be 36 hours per week.

**Place of work**

This post offers hybrid working. Should a Presbytery Office be set up there will be occasions when work will be based there, though primarily it will be working from home.

**Genuine Occupational Requirement**

This post will involve advancing the Christian religion in south east Scotland and there is therefore a genuine occupational requirement for the successful candidate to hold and adhere to the Christian faith.