

Institute Administrator

Scottish Episcopal Institute

General Synod of the Scottish Episcopal Church

Salary	£27,382-£30,819
Contract	Fulltime, permanent
Hours	35 hours per week worked across 5 days (.8 FTE or 28 hours will also be considered). Some occasional evening or weekend work may be required with time off in lieu.
Location	40 Torphichen Street, Ground Floor West, Edinburgh EH3 8JB (usually a minimum of two days a week in the office and as duties require) with occasional travel in Scotland.
Annual leave	28 days of annual leave, plus 10 public holidays. Pro-rata for part-time staff.

Purpose of this role

The Scottish Episcopal Institute (SEI) is seeking a fulltime Institute Administrator to provide a professional, efficient and friendly service to our small but collegiate theological training institute. The Institute Administrator will deliver high-quality and proactive administrative support to the SEI staff team and to the Director of Vocations, ensuring the smooth running of academic activities and of training pathway for those considering a role in the Scottish Episcopal Church.

The post-holder will support the teaching, formation and training activities of the Scottish Episcopal Institute, maintain its social media, update website content and marketing materials and coordinate residentials, meetings, and other events during the academic year. The Institute Administrator will be responsible for making purchases on behalf of the institute, processing invoices and expenses in preparation for payment, and managing subscriptions and licences.

The Institute Administrator will also provide secretarial support to the Principal of the Institute, managing their diary, organising travel, scheduling meetings and handling correspondence.

Who are we?

The Scottish Episcopal Institute forms those preparing for a variety of authorised ministries in the Scottish Episcopal Church, lay and ordained, shaping vibrant missional ministers for today's world. We support ordinands, students for lay ministries, and those engaged in deepening their Christian faith in our churches through programmes of formation and learning. We are a small value led community in which warm human relationships are a central part of our approach to training and formation.

The SEI is part of General Synod of the Scottish Episcopal Church which is a registered charity serving the Scottish Episcopal Church at national (or 'provincial') level. Located in central Edinburgh, and with a staff complement of c.30, the GSofSEC supports dioceses (regions), congregations, clergy and laity across Scotland. In addition to the SEI, our staff work across a number of areas, including Church Relations, Net Zero Delivery, Safeguarding, Youth Ministry as well as corporate functions such as Finance, Communications, HR, etc.

Who we're looking for...

Activities within the SEI are determined by the institute's academic cycle, with a varied pattern of work throughout the academic year. To be successful in this role, you should possess a high level of accuracy and flexibility, as well as excellent organisational and customer service skills, as these are all essential attributes for the role. You should be a good team player and have excellent communication skills as you will be dealing with a wide range of colleagues and stakeholders on a daily basis.

You will have experience of working with administrative systems and office procedures in an educational setting. You will excel at prioritising competing workloads, have strong organisational, interpersonal and communication skills, attention to detail, with the ability to work independently as well as collaboratively. In addition, you should be experienced in using a range of office IT systems and be able to adapt to new systems and processes quickly.

We are an equal opportunity employer and invite applications from people of all backgrounds.

Duties

There are two dimensions to this role, supporting

- a) the delivery of the SEI's academic training programmes, and
- b) the discernment pathway for individuals who are considering a role as a lay reader, priest or deacon in the Scottish Episcopal Church.

The postholder will work under the day-to-day direction of the Academic Administrator, SEI Academic staff and the Director of Vocations.

Key responsibilities include:

- Providing an effective enquiry response, managing all relevant telephone, email, face-to face and postal enquiries relating to the SEI teaching and formation programmes from students, staff, stakeholders and visitors.
- Responding to enquiries within established parameters and referring more complex issues to senior staff
- Providing administrative support, maintaining accurate and up to date records across different systems (including but not limited to Outlook, SharePoint, Excel, CiviCRM), ensuring compliance with data protection and retention procedures.

- Maintaining records of individuals on the discernment pathway, tracking progress, taking up references and keeping all records, including ensuring Vocation Agreements are up to date.
- Supporting the scheduling of all online and in person meetings or events, liaising effectively with meeting conveners, organisers, participants and key stakeholders to understand requirements.
- Organising residentials, meetings and events by sourcing venues, making bookings, securing accommodation, ordering catering and supplies, arranging IT/AV, setting up online resources and making travel arrangements.
- Preparing meeting rooms, making refreshments, ensuring adequate supplies are available for each event or meeting.
- Taking and writing up minutes for some meetings and tracking agreed actions from meetings.
- Formatting and updating documents, distributing materials, agendas or other documents prior to events or meetings.
- Arranging purchases, processing invoices and expenses, preparing financial records for processing by the finance team.
- Contribute to the Institute communications, updating the website and social media channels and keeping resources up to date.
- Provide secretariat support to the Institute Principal as and when necessary.
- Act as holiday cover for Academic Administrator where required.

This job description sets out the major duties associated with this role. The postholder may be asked to take on additional tasks depending on the needs of the organisation. The duties of this post could vary from time to time as a result of new legislation, organisational changes, advances in technology or policy changes, in which case appropriate training may be given to enable the post holder to undertake the new duties.

Key Relationships

Internal: Academic Administrator, SEI Academic staff (Director of Contextual Formation, Director of Studies, IME2 Officer), Principal, Director of Vocations, General Synod Staff.

External: Students, Institute Council members, Associate Tutors, suppliers and services providers.

Person Specification

Criteria

	Essential	Desirable
Education	Educated to standard grade or equivalent relevant experience	
Knowledge and Experience	Experience of administrative processes in a busy educational or training environment Experience of working with students of different backgrounds and difference in learning Financial administration experience (purchasing, processing invoices and expenses) Experience of providing secretarial and administrative support to senior managers Experience of organising small scale events and meetings independently with minimal supervision Experience of supporting the implementation of processes and procedures in administrative setting Knowledge and understand of data privacy principles and data retention policies	Knowledge of the Scottish Episcopal Church and its structures Understanding of the academic context in a theological training institute
Skills	Excellent administrative and organisational skills Ability to work to deadlines and to complete tasks accurately and on time Excellent written communication skills Strong keyboard skills with high level of attention to detail and accuracy Good financial literacy and numeracy Knowledge of Zoom and Teams for running online meetings Knowledge of meeting scheduling tools such as Doodle or Teams	Knowledge of SharePoint Knowledge of CRM system or database such as CiviCRM
Attributes	Empathetic, with the ability to adapt oral or written communication to the needs of individuals including those with learning differences	

	Well-developed inter-personal skills and the ability to deal effectively and respectfully with people at all levels Good self-management, decision-making, administrative and organisational skills A logical, systematic and innovative approach to challenges and opportunities High level of personal responsibility and discretion Ability to work well in a small team	
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For an informal chat about this role, please send an email with your contact details to hr@scotland.anglican.org.

Benefits

Staff of the General Synod of the Scottish Episcopal Church have access to:

- 28 days' annual leave and 10 public holidays (pro rata for part-time staff)
- A defined benefit non-contributory workplace pension scheme, with the option for employees to contribute through salary sacrifice if they wish
- Death in service benefit equal to three times annual salary
- Employee Assistance Programme (SPIL)
- 25% discount on gym membership for Nuffield Health Fountain Park
- Flexible working and a range of family-friendly policies

How to apply

To apply for this role, send a 2 page CV and cover letter (maximum 2 pages) to HR@scotland.anglican.org by the closing date stated below.

Closing date 31st August 2026, midnight

Interviews Interviews will be held on Wed 9th September at our office, 40 Torphichen street, Edinburgh EH3 8JB.

Pre-employment checks

We are committed to the safeguarding and welfare of all staff and volunteers. We use a thorough and rigorous recruitment and selection process to ensure this commitment is not compromised. Pre-employment checks include:

- PVG Scheme check (Basic disclosure)
- Two references, one of which must be from your current or most recent employer
- Eligibility to work in the UK

Please note: You must have the *unrestricted* right to work in the UK to be eligible for this post.