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**Urban Theology Union (UTU) - UTU Administrative Assistant**

**Job Summary:**

UTU is a member-led education charitable company supporting Christian ministry particularly in urban contexts (See www.utusheffield.org.uk for more information). You will help members, staff, tutors, trustees, and students (many of whom are post-graduate and mature learners) in meeting our aims, by providing administrative assistance under the supervision of the Office Manager, using your interpersonal, administrative, and IT skills.

You will be based in the office beside the Library and Teaching Suite of the Urban Theology Union at Victoria Hall Methodist Church, Norfolk Street, Sheffield S1 2JB.

The rate of pay is £8.75 per hour for 6 hours per week initially, worked in two three-hour sessions, though the intention is that this may increase to 9 hours per week. This is the living wage as set by the Resolution Foundation and will be increased in line with the changes to that rate that they set nationally. This is a pensionable post though you can opt-out if you wish to.

**Job Description:** UTU Administrative Assistant

**Reports to:** Office Manager

**Hours of work:** Six hours per week (two three hour sessions per week) with the possibility of these being increased to nine hours per week.

**Job Duties:** As listed below (these are a guide and do not represent a full description of all tasks and duties of the post). The focus of the role is on providing administrative assistance to the Office Manager in the Job Duties as listed below.

**Job Duties**

* Maintaining records
* Issuing of invoices
* Collecting membership fees
* Banking cheques etc
* Liaising with accreditation bodies to ensure relevant tutors up to date
* Maintaining student records
* Undertaking administration for events, short courses, and graduation school etc.
* Liaising between students and supervisors and timetabling supervision sessions
* Assisting the Office Manager in overseeing timely production and distribution of course and module handbooks
* Supplying general administrative assistance to tutors, lecturers and librarians
* Issuing overdue reminders
* Notetaking of events, workshops etc., and circulating of notes/report
* Maintaining membership records
* Liaising with members and dealing with member enquiries
* Supporting the volunteers in their work
* Maintaining and contributing to social media presence
* Assisting the Office Manager in administration for the Newsletter and its circulation
* Keeping the web site and social media pages up-to-date.
* Ensuring office diary is up-to-date
* Updating databases, paper and filing systems
* Opening and prioritising mail and answering telephone queries
* Assisting the Office Manager in the production of the agenda, papers and reports for Exec and Board
* Other duties from time to time applicable to the level of the post.

**Person Specification**

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| **Essential** | **Desirable** | **Assessment Method** | | |
| **Skills** | | **Application Form** | **Interview** | **Exercise** |
| Proficient administrative and writing skills; Microsoft Office and social media skills. Friendly, interpersonal style. The ability to sort and prioritise tasks. | Previous administrative experience. | √ | √ | √ |
| **Qualifications** | |  |  |  |
| English Language GCSE Grade B or equivalent; good standard of general education. Relevant typing or computer qualifications. | ECDL or equivalent qualification. GCSE Maths at grade C. | √ |  |  |
| **Experience** | |  |  |  |
| Evidence of having worked in a methodical and systematic way either by way of previous office based administrative experience, or by way of having undertaken voluntary work. | Working with social media applications in a work based setting or as a volunteer. Experience of Organizing events in a social or work setting. | √ | √ |  |
| **Personal qualities** | |  |  |  |
| Friendly and approachable interpersonal style.  Efficient and well organized, but also willing to learn new skills quickly and adapt.  Able to relate well to people of different backgrounds and ages; the ability to be gracious when under pressure.  Supportive of the aims and ethos of UTU, and its faith-base, and comfortable to be present during prayer | Sympathetic to the Christian tradition and able to work well with a diversity of approaches to faith.  An interest in theology and mission.  Able to work six hours per week over two three hour sessions based in the UTU office in Central Sheffield. |  | √ | √ |

UTU (JTF) December 2017