

Team Administrator & PA to CEO.

Job Description.

Jubilee+

Summary information:

This is a crucial role on the Jubilee+ team, serving the core team as an administrator, as well as working directly to the Chief Executive as a PA.

About Jubilee+:

Jubilee+ is a Christian charity that started in the Newfrontiers group of churches in 2010, but today equips churches of all denominations across the UK to more effectively reach, serve and support those in their communities who are trapped by poverty, facing injustice or are vulnerable and marginalised.

Contract details:

This is a permanent, part-time role.

Hours per week: 10.5-17.5 subject to negotiation with the successful candidate.

Salary: Up to £24,000 FTE depending on experience + 10% non-contributory pension.

Start date: 1 July 2022 or earlier if possible.

Place of work: Flexible, but with a minimum of 3.5 hours per week based at the Jubilee+ office in Hastings, East Sussex.

Probation period: 4 months

Job outline:

Team administrator:

- Booking venues, accommodation and travel for core team members as required, including for core team meetings;
- Attending and minuting core team meetings, including those held in-person six times per year at various locations;
- Administrating Jubilee+ annual key events, such as the Partner Church Day and Prayer + Prophecy Day;
- General administrative tasks as required by the Jubilee+ team and directors;
- Managing Jubilee+ resources, such as banners, books, leaflets, etc;
- Coordinating and maintaining our database of contacts, including specific mailing lists, such as Partner Churches;
- Overseeing Jubilee+ subscription accounts, such as Zoom, Vimeo, website hosting, etc., ensuring they don't lapse;
- Setting up events and associated mailings on Guestlist;
- Providing administrative support for our annual, national *Churches that Change Communities* conference, including printing event materials, collating promotional materials, uploading talks to Soundcloud, etc;
- Supporting the team with administrative tasks relating to training events held online or in-person.

Attending and supporting the Jubilee+ team at the annual, national *Churches that Change Communities* conference.

PA to CEO:

- Reading and responding to emails where appropriate, including flagging up important or time-critical emails;
- Assisting with the management of the CEO's diary, including arranging meetings, setting up Zooms, speaking engagements, and travel;
- Preparing items such as books for the CEO's speaking engagements;
- Mailshots, correspondence, telephone calls, minuting meetings, and various other administrative tasks, as required.

Working for Jubilee+.

Person Specification:

Mature Christian character.

Excellent administrative skills.

Experience of working as a team administrator and/or PA.

Good computer skills, including smart-phone and internet use.

Experience with everyday IT such as Word, Excel, Zoom, etc.

Proven ability to manage time well and meet deadlines.

Trustworthy with confidential and sensitive information.

Able to handle responsibility.

Able to act on own initiative.

Able and willing to follow instructions.

Able to work quickly and efficiently at routine tasks.

Able to prioritise tasks.

Good grammar and spelling.

Willing to learn new skills as required for the role.

Heart for mercy and justice.

Concern about poverty.

Line management.

The PA will serve the core team as a whole but will receive oversight and support from the Operations Manager and the Chief Executive.

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jubilee-plus.org

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