



Job title: Administrator and Committee Secretary

Line Manager: Mission Director

Purpose:

To provide effective and efficient administration for the Mission Directorate of the Catholic Trust for England and Wales (CaTEW), under the Mission Director's direction

The role will contribute towards the proclamation of the love of Jesus Christ being the golden thread which motivates all the work of the Secretariat and permeates every aspect of the work of supporting the Church's mission.

Responsibilities:

- To provide administrative support to the Mission Directorate,
- To organise, prepare papers, take and circulate minutes for relevant committees to enable them to run smoothly and with clear structure.
- To provide procedural advice to committee meeting chairs based upon awareness of subject matter and meeting structure.
- To maintain an effective meeting calendar to ensure that Chairs, attendees and papers are preparation can be prepared to an established framework.
- To monitor action points from meetings and keep meeting Chair's apprised of progress and/or challenges.
- To maintain accurate and comprehensive contact lists for relevant groups to ensure that they remain accurate and up to date.
- To undertake meeting administration, including meeting room bookings and refreshment ordering and layout.
- To work collaboratively with colleagues to provide effective administrative support.
- To undertake reception duties as required to provide flexible cover, ensuring a prompt and welcoming telephone and personal caller/reception response.
- To undertake mailings, including mail merge of letters, address labels and franking as required, ensuring they are despatched to schedule.
- To undertake administration of events, including venue booking and administration, delegate bookings, preparation and distribution of delegate packs and attendance as required.

Any other related activities that may be required by Mission Director

Note: The role will require some travel including overnight stays;

Person Specification:

Competency	Criteria	Assessment
Good written and spoken communication skills	<ul style="list-style-type: none"> Ability to communicate clearly in writing and on the telephone whilst undertaking administrative tasks 	<ul style="list-style-type: none"> Covering letter CV Interview
Ability to use Microsoft Office, particularly MS Word and MS Excel	<ul style="list-style-type: none"> Provides examples of use in an office context 	<ul style="list-style-type: none"> Covering letter CV Interview
Understands Committee Secretary process and practice	<ul style="list-style-type: none"> Demonstrates substantial experience supporting committees of internal and external members 	<ul style="list-style-type: none"> Covering letter CV Interview
Maintain confidentiality	<ul style="list-style-type: none"> Demonstrates understanding and experience of maintaining confidentiality around information exposed to in role 	<ul style="list-style-type: none"> Covering letter CV Interview
Experience working within an administrative team	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Enthusiasm for work in a busy office environment with a positive can-do attitude.	<ul style="list-style-type: none"> Provides evidence in CV and Interview 	<ul style="list-style-type: none"> Covering letter CV Interview
Experienced in organising, minuting and administering committee meetings	<ul style="list-style-type: none"> Provides evidence in CV and Interview 	<ul style="list-style-type: none"> Covering letter CV Interview
Ability to follow instructions, pay close attention to detail and record data accurately.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Ability to work calmly and competently under pressure and achieve deadlines	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Interview

Desirable:

- Experience of using computerised contact databases
- Experience of working within the Catholic Church and/or charity sector

Summary of Terms and Conditions

- Normal place of work is 39 Eccleston Square, London SW1V 1BX
- Annual leave is 25 days plus Bank Holidays plus 5 allocated days for office closures (pro rata)