

Administrative Assistant for Jesuit Media Initiatives

APPLICATION DETAILS

Closing Date for application: Friday 10th December

Interview Date: Monday 20th December

Start Date: Negotiable according to notice period but earliest 17th January 2022

Please email your CV and a cover letter outlining why you think you would be a good candidate for the job to jobs@jesuit.org.uk. Please put Administrative Assistant Application in the subject line.

JOB SPECIFICS

Location: This job is located in the Jesuits in Britain's Curia offices in Mayfair, London. We are currently working under hybrid conditions (at least 40% of time in the office, the rest working from home).

Reporting to: Pray As You Go Creative Manager

Hours: Full time, 35 hours per week

Salary: £24-26,000 (dependent on experience)

Holiday: 33 days per year including Bank Holidays

Pension: 5% employee contribution

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The role

We are looking for someone to join our small media team to help us make sure our “digital communities” are well looked after and engaged with, our volunteers are well-organised and our team are on top of the tasks needed to make things run smoothly. We are looking for someone who is a great communicator, who enjoys being a part of a team, collaborating with others, and has an energetic, positive “make-it-happen” attitude that helps you juggle all those multiple tasks on a day-to-day basis.

A bit about us

We are the small but passionate media team for the Jesuits in Britain, with a vision to help people on their journey of faith. We want to meet people where they are, however they are, and provide them with the tools they need to live out their relationship with God using Ignatian spirituality.

We reach hundreds of thousands of people around the world every day and that number continues to grow. We collaborate with a number of other organisations such as the Jesuit Refugee Service, Jesuit Missions and the Season of Creation, to produce content that serves the needs of many.

As we grow, we have the privilege of looking after and engaging with the digital communities that are emerging. We are looking to find new and innovative ways to build our user base and connect with them on a deeper level.

What you'll be doing

Your day-to-day will focus on the growth and upkeep of our “digital communities” forming within the Jesuits in Britain. From ensuring good social media engagement with followers to looking after the online ‘IMAGINE’ community or new digital spirituality groups, you’re the first point of engagement. You’ll be involved in making sure our day-to-day administration is on point, and that our projects, collaborations and events are organised well and run smoothly.

Your impact

You will primarily work with Pray As You Go (PAYG), additionally Thinking Faith (TF), alongside other Jesuit works and digital enterprises. You’ll sit within the wider media and communications team, working closely with key external agencies, our international counterparts and with other administrative support within the Jesuit Curia. You’ll be a key figure in our cross-departmental/works communications across the country and globally. You’ll work with the Curia finance team to maximise the efficiency of processes and minimise expenditure. Continuous improvement is encouraged to suggest and implement new ideas and procedures where applicable in order to improve the smooth running and evolution of the department. Proactive diary management of the PAYG and TF team and access to management diaries, helping to identify the workload and priorities of the team will allow for general administration and other office duties.

Responsibilities:

- Being the main point of contact (“digital receptionist”) for audiences and communities related to Pray As You Go, Thinking Faith, Imagine, new digital spirituality communities or seasonal campaigns and communities such as the Lent Retreat or ‘31 Days of St Ignatius’
- Maintain upkeep of websites through uploading new content and monitoring the content release schedule
- Manage Mailchimp audience lists, create emails and e-newsletter alerts
- Social media scheduling for posts, working with the Digital Content Creator to monitor app and social media analytics, adjusting engagement accordingly
- Assist in running Zoom events and regular digital spirituality courses (such as Imagine, an online Ignatian spirituality community)
- Assist in co-ordinating projects, collaborations and marketing/fundraising campaigns
- Co-ordinate script rota and recording schedules for PAYG; booking out recording studio for external agencies and podcasts
- Work with both the Spirituality and media teams to co-ordinate distribution of work
- Provide administrative support for PAYG and TF team. Including preparing reports, letters, presentation drafts, email management, meeting organisation, diary management, distribution of department mail, stationery ordering etc.
- Work with fundraising manager to ensure all donors are well-cared for and added to the database in accordance with GDPR
- Purchase orders: responsible for raising and recording POs electronically ensuring accuracy in attributing to correct budget line
- Travel: arranges travel bookings for team members including flights, hotels, rail travel or other, and identifies the most cost-effective solutions

- Handle queries from the media and/or customers - able to provide information to ensure that queries are answered or passed to the relevant contact and followed up
- Arranging meetings, internal and external - to include booking rooms and required facilities, agendas, arranging catering, welcoming guests
- Records monthly budget expenditure for reviews

Must-haves:

- Excellent communication skills with the ability to deal confidently and resiliently with the media or customer contacts - including calm telephone manner
- High degree of accuracy and ability to be proactive and organise workload efficiently
- Can work to tight deadlines
- PC skills (Word, Excel, PowerPoint, Outlook)
- Team focused

Desirables:

- Understanding of the Society of Jesus and sympathy with their aims and objectives
- Understanding of the Roman Catholic Church and sympathy with their aims and objectives
- Familiar with various media channels including knowledge/use of social media platforms, Hootsuite
- Familiar with project management systems (Trello, Monday.com etc.)

What we offer

- We're a fast growing work offering a great place for professional development over time.
- A dynamic work environment within a small, committed team of enthusiastic, environmentally conscious colleagues who are passionate about making a positive difference.
- You would become part of an international community of colleagues working with the Jesuits to carry out their vision of walking alongside young people, the marginalised and caring for our common home.
- Opportunities for retreats and spiritual formation for you!
- A chance to build upon your existing skills and develop new ones.