Congregational Centre
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Registered Charity 264839

Working and serving together!

Learning and Development Administrator

The Congregational Federation is an Association of Independent local churches whose mission is to equip, enable, engage and empower the churches in their mission to proclaim the gospel of Jesus Christ. The object of the Federation is the advancement of the Christian faith. The Federation has churches directly affiliated to it from England, Scotland and Wales. It provides support and guidance to member churches. Services provided include:-

- Ministerial and lay training
- Assisting with pastoral settlements
- Ministry with youth
- Mission initiatives including its partnership with Council for World Mission
- Ecumenical relationships
- Custodian trusteeship via Congregational Federation Ltd
- Advice and Guidance on all aspects of church administration and Mission

JOB DESCRIPTION

Job Title	**Learning and Development Administrator**
Overall Objectives	**Effective administration of a range of academic and study-related responsibilities and tasks**
Line Manager	**Learning and Development Manager**
Salary	**£29,868pro rota (£19,916)** **10% Employer Pension Contribution**
Hours of work	**25 hours per week (flexible)**
Relating to	**General Secretary and Church Support Team**

Principal Activities

- Organising of four intensive teaching weekends every year
- Maintaining accurate student and course records, including version control of documents
- Organising and facilitating Examination Boards
- Liaising with appropriate body on validation matters
- Maintaining links with course tutors and the student body
- Setting up of assignment records in Microsoft Teams

Main Responsibilities

The work is to be undertaken in the following areas:

- Handling bookings for events.
- Minuting of meetings (e.g. Examination Board, Course and Validation meetings, Various committees as required)
- Maintaining an accurate database
- Website editing and updating
- Producing Social Media posts
- General office duties
- Administration of meetings (including booking online and face to face, producing and distributing meeting papers, administration arising from meetings including expenses)
- Working with the Learning and Development Manager in preparing reports and briefings for a range of committees and groups
- Working with the Learning and Development Manager in revising and editing course documentation (including Module Handbooks, Course Promotion)
- Assisting the Learning and Development Manager with general administration in relation to the courses being run.
    - Day to day administration, including logging assignments, applications and registrations, logging and coding invoices, filing, maintenance of archives, and other general administration.
    - Administration of course residentials, including ordering course material, dealing with payments, invitations and responses, copying course material and collating student packs
    - Attendance at Course Programme Committee Meetings
    - Organisation of annual CIPT graduation event
    - Liaison with Safeguarding Officer over DBS checks and training
    - Liaison with Finance Officer regarding payments and expenses
    - Responding to Tutor and Student queries

- Assisting the Learning and Development Manager with general administrative assistance in relation to Learning and Development in Congregational Areas and local Churches
    - Administration of local events, in collaboration with others, including booking venues, copying material, handling invitations and any follow up e.g. Likewise events
    - Handling evaluation of Learning and Development within CF, including sending and collating surveys and questionnaires using google forms.
    - Administration of the GIFT programme (Growing in Faith Together)

    - Administration of the Alumni Association
    - Administration of the CF Library
    - Production and distribution of promotional material

- Any other tasks that may be required in connection with the role

The above is a guideline to the main responsibilities, which may be supplemented from time to time.

Person Specification
Whilst the person will preferably have had some experience in academic or training administration the essential skills and abilities are:

Office
- experience of providing high level administrative support;
- excellent computer skills including proven ability of Databases, Canva and Microsoft teams. You must be able to deal with changing office technologies;
- high standard of literacy;
- attention to detail in working on reports, correspondence, etc, including accurate keyboard and proof reading skills;
- ability to work on a variety of tasks at the same time, and to organise and prioritise own work, including coping with unpredictable volumes of work and busy periods;
- ability to maintain an electronic diary;
- ability to arrange meetings, visits, etc and plan ahead effectively

Personal
- evidence of tact and discretion as at times in dealing with confidential or sensitive matters;
- ability to deal effectively with a wide range of people, to work as part of a small team, and to liaise with colleagues where work interests overlap;
- excellent communication and interpersonal skills;
- flexible approach, self-motivation, and resilience;
- An Enhanced DBS Certificate
- The right to live and work in the UK.

In addition, the Administrator should have (or quickly acquire):
- wider knowledge of the CF set up: who the key personnel are (inside and outside the CF) and what the CF's aims and objectives are;
- ability to work within the ethos and discipline of the Congregational Federation and

Terms

The appointment is a part time permanent position.
The post holder would be based at our Nottingham offices with flexible hybrid working.
Salary £19,916
Holiday (5 weeks pro-rota)
Pension contribution of 10% of salary from CF

How to apply

Please send a covering letter and CV together with full details of two referees, by email to training@congregational.org.uk for the attention of Catherine Booton, Learning and Development manager to arrive no later that 5pm on Sunday 15th November. Applications received after this date will not be considered.
Interviews for those successfully shortlists will be taking place on Monday 23rd November in Nottingham.

The list of duties and the 'person specification' for this job describe the sort of skills, experience, and knowledge and abilities which we are looking for. We will interview those whose applications best meet these criteria, so it is very important that you should use your application to explain how you can match them.

Please give the names, addresses and telephone numbers of two people who are prepared to give you a reference for this job. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they can be people who know you from recent college, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor').
Your referees will be asked to look at the job details and tell us if, in their opinion, you could do the job. We will assume that we can approach them at any stage unless you tell us otherwise when you apply. So, if you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example if we are calling you for interview, or if we have made you a conditional offer), you must state this explicitly alongside the details of the relevant referee(s).

Your appointment will be subject to (i) the provision of original documentation which indicates your right to work in the UK, (ii) a satisfactory enhanced Disclosure and Barring Service (England and Wales) / PVG (Scotland) certificate and (iii) the completion of an initial probationary period of six months.

About the Congregational Federation
This is a federation of independent or Congregational churches formed in 1972. The object of the Federation is the advancement of the Christian faith. The Federation has churches directly affiliated to it from England, Scotland and Wales.

Equal opportunities at Congregational Federation
As an Equal Opportunity employer, we positively encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities and diversity policy, which is available upon request.

Data protection
All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998.

Screening
Pre-employment screening may be carried out.