



Proclamation Trust

*Candidate Information Pack
Receptionist/Administrator*

'Lifelong Bible training partnership'

www.proctrust.org.uk

Our vision:

The fundamental conviction underlying the work of the Proclamation Trust is that when the Bible is taught faithfully God's voice is heard clearly. Expository Bible teaching is vital to the life and growth of the church, so is at the front and centre of all we do.

We aim to train Bible teachers, whether full-time, part-time or those doing it in their spare time, so that they can teach it faithfully to others. We encourage one another to be faithful to the text and believe in a radical Bible-centricity.

We also offer a lifelong learning partnership and seek to provide a fellowship of like-minded evangelicals across the denominations for encouragement in an exacting work.

You can find out more about our vision and work on our website: www.proctrust.org.uk



The role:

The aim of the role is to provide administrative support to the Director of PT, Business Manager and Finance Manager by undertaking a wide-range of operational tasks and to be the first point of contact for visitors and phone calls to the Proclamation Trust.

We are seeking to appoint a flexible, reliable, and self-motivated individual with high organisational skills and an eye for accuracy who can take on the day-to-day aspects of running a busy office, helping to maintain an efficient and well-organised administrative system.

We are looking to appoint someone for c20 hours per week across 4 days. We would be open to term time only work for the right candidate.

Core Responsibilities



General:

- Office administration.
- Fielding general enquiries.
- Answering and responding to phone calls.
- Welcoming visitors.
- Ordering office & catering supplies.
- Management of staff & student key cards.
- Management of the office diary.
- Organisation of staff meetings (agenda & minutes).
- Oversight of the maintenance log.
- Looking after incoming & outgoing post.
- Monitoring and responding to applications for new appointments.
- Willingness to undertake First Aid training.
- General housekeeping tasks.

Finance:

In conjunction with the Finance Manager:

- Processing supplier invoices, authorising payments (including honorarium)
- Managing student fees.
 - * Ensuring details in the database are correct
 - * Sending the fee requests
 - * Emails, managing enquiries and updating details from the bank
 - * Greek fees - liaising with churches and students, arranging collection of fees along with termly fees or using sum up

General:

- To participate in the daily staff prayer meeting & regular whole staff meetings.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- Comply with all **Trust policies and procedures**, including the Code of Conduct and those relating to safeguarding, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to the safeguarding lead.
- Contribute to the overall **ethos, work and aims** of the Proclamation Trust.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Business Manager to carry out appropriate duties within the context of the job, skills and grade.

Skills and Experience



A committed Christian and a clear communicator, the post holder will have strong administrative skills and a proven ability to manage a dynamic workload effectively.

The successful candidate will have:

- A mature faith in Christ, seeking to grow in wisdom and godliness
- Excellent organisational skills with experience of working in administration in a busy office environment
- The ability to work under pressure & adapt to changing demands and priorities
- The ability to maintain high levels of accuracy, confidentiality and integrity
- Excellent customer service & interpersonal skills
- The ability to work well within a team
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office and Google office suite and confident with using technology.
- Knowledge of accounts or financial acumen
- Knowledge of General Data Protection Regulations
- Genuine commitment to the mission and vision of the Proclamation Trust and ability to articulate the importance of the organisation's work to a variety of audiences

Not sure that you tick all the boxes?

While this job description is an outline of the ideal candidate, we would not necessarily expect one person to have all the skills and experience required. If you fulfil many of the criteria, with a willingness to learn through working alongside others, we would like to hear from you.

Application Process



Other information

The Proclamation Trust is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

The Proclamation Trust is a charity registered in England and therefore applicants must have the right to work in the UK.

Terms and conditions

- The Receptionist will be line-managed by, and report to, the Business & Conference Manager.
- Permanent part time role, 20 hours per week.
- The salary will be in the region of approximately £18,285 (£32,000 FTE). This will be reviewed on an annual basis.
- Employer pension contributions of 5% of salary with the option for employee contributions.
- Death in service benefit of four times salary.
- 25 days holiday per annum (FTE) plus bank holidays & Christmas shutdown.
- The role is based at our offices in Elephant & Castle in London with some working from home flexibility.
- Start date - as soon as possible.

To apply

Please send us a completed staff application form ensuring that you explain how your skills and experience are relevant, and why you are the ideal candidate for this post.

Email: kate.peters@proctrust.org.uk

Closing date for applications: Wednesday 24th April, noon.

If you are interested, please apply as soon as possible as we may interview candidates prior to the closing date.

If you have any questions or would like to visit us, please contact Kate Peters via the email address above or telephone 020 7407 0569.