Position Description: Administrator

This is a post for someone who shares our vision and excitement for forming and equipping lay and ordained ministers for a growing Church.

Hours: 30 Hours, 0.8fte (hours are negotiable over four or five days between 8am to 6pm)

Line Manager: Revd Dr Alexander Jensen (Principal)

Location: Cambridge

Starting Date: 6th January 2020 or as soon as possible thereafter.

Key Working Relationships:
- Core tutorial staff
- Academic Registrar and Academic Administrator
- ERMC Students
- Associate tutors
- ERMC's accountants
- Westminster College administration

Key Responsibilities:
- General office administration (including ordering supplies).
- Administration of events and meetings.
- Administrative support and minute taking for staff meetings and the ERMC Council.
- Financial administration: Raising invoices and processing incoming invoices. Processing staff claims. Liaising with our accountants.
- Payroll and HR processes.
- Maintaining data and electronic and paper filing systems, GDPR compliance.
- Supporting the Principal and key staff.
- Hospitality to visitors.
- Assisting the Academic Administrator and Academic Registrar as and when required.
- Other duties as assigned by the principal.

Terms and Conditions

1. The post is remunerated at £24,817 (FTE) / £19,854 (pro-rata). There is a non-contributory pension.
2. Thirty-three days holiday entitlement, inclusive of bank holidays, is given pro-rata per annum. ERMC also gives to staff a day off on Maundy Thursday and on Christmas Eve.
3. There will be a six-month probationary period.
4. The post-holder will be an employee of ERMC Limited, which is a Company Limited by Guarantee and a Registered Charity. On appointment, a contract of employment will be issued, along with a Staff Handbook giving details of all aspects of the employer/employee relationship.

**Person Specification**

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<th>Experience &amp; Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• A high standard of literacy and numeracy and an eye for detail.</td>
<td>• Knowledge of basic HR practice</td>
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<td>• Excellent keyboard and ITC skills, including competence in all aspects of Microsoft Word and Excel. Use of the internet and email.</td>
<td>• Knowledge of GDPR</td>
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<td>• Evidence of excellent organisational and administrative skills.</td>
<td>• Some knowledge of finance and budgets.</td>
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<td>• Evidence of working in teams</td>
<td>• Basic knowledge of financial administration</td>
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<td>• Knowledge of the Church of England</td>
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<td>Ability</td>
<td>• Ability to adapt to changing circumstances and to work on own initiative.</td>
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<td>• Ability to work efficiently and manage working time well.</td>
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<td>• Ability to work under pressure.</td>
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<td>• Ability to learn new IT systems</td>
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<td>Confidentiality</td>
<td>• The capacity to hold sensitive information confidentially and maintain good professional boundaries.</td>
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<td>Personal</td>
<td>• An understanding of, and sympathy with, the Christian ethos and values of ERMC</td>
<td>• Excellent interpersonal skills both in person and by email</td>
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<td>• Excellent interpersonal skills both in person and by email</td>
<td>• Ability to represent ERMC in a professional and calm manner.</td>
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<td>• The ability to work as part of a small team and to be proactive in developing good team ethos.</td>
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How to apply

Please send your letter of application outlining your suitability for the position and *curriculum vitae* including details of two referees to principal@ermc.cam.ac.uk or by post to

The Principal  
Eastern Region Ministry Course  
1a The Bounds, Westminster College  
Lady Margaret Road  
Cambridge CB3 0BJ

The referees will not be contacted unless you are shortlisted and have given permission.  
**The closing date for applications is 22nd November 2019.** 
**Interviews will be held in Cambridge on 3rd December 2019**

If you would like to discuss this position please feel free to get in touch by email (principal@ermc.cam.ac.uk) or phone (01223 760 456).