



Scottish Episcopal Church
DIOCESE OF ARGYLL AND THE ISLES

Job Description

<u>Job title:</u>	Diocesan Office Manager / Administrator
<u>Responsible to:</u>	Diocesan Treasurer
<u>Location:</u>	Diocesan Centre, Croft Avenue, Oban
<u>Hours of work:</u>	18 hours, over 3 or 4 days
<u>Pay:</u>	c£24k <i>pro rata</i> , plus non-contributory pension
<u>Duration:</u>	Permanent, subject to probationary period
<u>Holiday entitlement:</u>	28 days plus public holidays, <i>pro rata</i>

Main purpose of post:

Administrative support to Diocesan Officers, management of office staff, building and utilities.

Main duties of the post:

1. Management: Line management of staff, including leave records and policies; Management of insurance, utilities, building maintenance and other building matters (Diocesan Centre, Bishop's House, Ganavan etc);
2. Governance: Secretary to Bishop's Core Group; Data Protection Controller for Diocese and Islands Retreats Ltd; Contact for the Office of the Scottish Charity Regulator and Companies House; (potentially, subject to the skills and experience of the appointee, some or all of) Managing Director of Island Retreats Ltd, Diocesan Secretary, Diocesan Safeguarding Officer, Secretary to Diocesan Trustees;
3. IT: Liaison with external maintenance IT contractor; Support of other staff in use of Office 365; oversight of IT use and its effectiveness;
4. Administration: General administration; ordering supplies; meeting organisation;
5. Finance: Banking management and reconciliation; Payment of invoices; issuing invoices for payment; management of credit cards
6. Office Building: Administration of cleaning, supplies, contractors;
7. Communications: Editing of Website, Facebook feed, Newsletter and other publications; maintenance of master address lists under direction of the Provost

Person Specification:

A minimum of 2 years experience of working in an office environment, providing managerial, administration and organisational duties is essential.

You must have good organisational skills coupled with proven communication skills.

Given that you will be working within a small team, you must be a good team player and will therefore be required to cover for your colleagues as and when required.

Accuracy and attention to detail are essential ensuring all information is recorded accurately and securely. Discretion and confidentiality are essential.

You will be computer literate in Microsoft and web editing packages with good IT skills, including the ability to develop/manage databases, and a general awareness of IT applications is essential.

Excellent word processing skills and minute taking experience are essential to this post, combined with the ability to meet demanding timescales. An aptitude for analytical problem solving would be beneficial to the role.

Applications must be in writing or email, include the names of two referees, details of experience and training received, and be sent to The Diocesan Treasurer, Diocesan Centre, Croft Avenue, Oban, PA34 5JJ or secretary@argyll.anglican.org, to arrive by 7th June 2019.