

JOB DESCRIPTION

JOB TITLE: Meetings Administrator

LOCATION: St Andrew's House, 16 Tavistock Crescent, London W11 1AP

Context

This is one of two new roles being created to strengthen the administrative support for staff and operations at the ACO. In total up to 2.0 full time equivalent appointments will be made, though we are open to one or both roles being undertaken on a part-time basis. In this Job Description and that of Database and General Administrator specific roles are described. However, the individual appointments made will lead to a review of the allocation of tasks between the two roles in discussion with the staff appointed.

Key relationships

All ACO staff are under the overall leadership and direction of the Secretary General. The Meetings Administrator will be managed by the Executive Officer and Information Manager to the Instruments of Communion.

Job purpose

- To provide administrative support for meetings initiated and/or supported by the ACO.
- To support meetings of the Instruments of Communion and Standing Committee.
- To provide general administrative support within the Secretary General's Office team.

Key responsibilities

- To provide administrative support for meetings initiated and/or supported by the ACO.
- To liaise with ACO colleagues about their meeting plans ensuring that a full schedule of all meetings is maintained.
- To liaise with ACO colleagues about requirements for specific meetings.
- To liaise, as appropriate with meeting delegates about their travel, accommodation, diet and accessibility needs.
- To liaise with the Warden and external accommodation providers about accommodation needs.
- To liaise with the ACO's travel and visa partner about travel and visa needs.
- To assist in the preparation of instructions, information and papers for those attending meetings.
- To support meetings of the Instruments of Communion and Standing Committee as required.
- To provide general administrative support within the Secretary General's Office team.
- To support the welcome of visitors to the Secretary General's office and assist in the provision of hospitality as necessary.
- To cover for the work of the Database and General Administrator as required.
- To keep up to date with current developments in the Anglican Communion.
- To undertake any other tasks reasonably required.

PERSON SPECIFICATION

Qualifications, knowledge and experience

- Degree or equivalent experience
- At least three years administrative experience, demonstrating the knowledge and skills required to manage complex and changing travel and accommodation requirements
- Previous experience of supporting meetings of voluntary bodies, including preparation of papers, minuting meetings and providing practical and logistic support
- Experience of working in a complex organisation with multiple stakeholders
- Good geographical knowledge and interest in global affairs

Skills and abilities

- Excellent communication skills, both oral and written
- Ability to maintain a high degree of confidentiality
- Good interpersonal and diplomatic skills, with the ability to deal with senior people with confidence and respect
- Excellent prioritisation skills
- Efficient and quick at dealing with requests
- Strong organisation skills with attention to detail
- Ability to work as a member of a team
- Resourceful and calm under pressure
- Able to work flexibly both in terms of time and responsibilities
- Proactive and able to use initiative
- Excellent record-keeping
- Excellent IT skills including Microsoft Word, Outlook (calendar, contacts and email) and Excel

Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion
- Willing and able to travel and to work evenings and weekends as required
- Must be able to demonstrate the right to live and work in the United Kingdom.

BACKGROUND INFORMATION

About the Anglican Communion Office (ACO)

The ACO is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises.

Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion. Relating to Anglican Churches around the world is a critical part of the role, as is occasional overseas travel.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Its financial affairs are managed by the ACO finance team; its statutory accounts are consolidated into the ACO accounts.

The Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020. Its financial management will be undertaken within the ACO.

About the role

The Database and General Administrator will work in a small team serving Archbishop Josiah and other senior staff, maintaining the Anglican Communion global database and servicing two important aspects of the work of the ACO.

This role gives an excellent opportunity of working in a small, friendly, busy office in good well connected surroundings in West London. The staff members at the ACO are a small and close-knit team and support each other in busy periods with flexibility and good humour.

The individual appointed will need to have flexibility, drive and personal resilience as well as first class skills.

GENERAL CONDITIONS:

The Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds:

- Age
- Colour, race or ethnic or national origin
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Marital Status
- Religion or belief
- Sexual Orientation

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are;

- Respect
- Trust

- Hospitality
- Humility
- Openness

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

TERMS OF EMPLOYMENT:

Salary:	c.£27,500 depending on experience and suitability to the role.
Pension Contributions:	Staff are admitted to the Church Workers Pension Fund (Pension Builder Classic scheme). The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%.
Hours of Duty:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. The holder of this post is expected to adopt a flexible approach to hours worked to fulfil the duties of the post.
Annual Leave:	30 days paid leave per leave year. This is exclusive of public holidays. The leave year runs from 1 st January to 31 st December.
Season Ticket Loan:	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
Contract:	The post is offered on a permanent contract, subject to a six month probationary period.

Closing date for receipt of applications:

Applications: Applications are invited from suitably qualified persons. The application should include a full CV, covering letter and the names of at least two referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence.

The deadline for applications is noon on Monday 23 September and interviews will take place at our offices on Tuesday 1 and Wednesday 2 October 2019.

September 2019