

Office Administrator, 0.6FTE

This post is responsible for supporting the day-to-day running of the national college by offering administrative support in areas of finance, HR, meetings and office administration. Confidentiality, flexibility, reliability, initiative, communication skills, diplomacy, sense of humour and an ability to prioritise are essential attributes of the role. The Office Administrator is expected to work closely with the COO and Head of Implementation and within the wider operations team.

St Mellitus College (SMC) is one of the largest and most significant theological training colleges in the world, a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant, innovative, and rigorous.

KEY TASKS

Office Administration

- Finance Administration
 - Making any financial submissions as requested for the SPTC budgets on Access
 - Processing company credit card analyses onto the accounting system
 - Receiving supplier invoices and staff and visiting speaker expenses, getting them approved by the appropriate manager where necessary and processing the payments
 - Administrating staff expenses
- HR Administration
 - Assisting with recruitment process, monitoring and responding to applicants and arranging interviews
 - Arranging induction schedules for new staff members
 - Administrating the staff development process
- Office and Meeting Administration
 - Administrating, helping compile agenda and papers and acting as Minute Secretary for all regular meetings of the Management Team, National Staff team, Operations Working Group and National Operations Team
 - Providing hospitality for meetings, including booking venues as required
 - Administrating the college's National Staff Gathering, Retreat and Celebration
 - Monitoring and ordering office supplies
- General Duties
 - Helping with hospitality of students on Teaching days and Teaching Weeks by serving during coffee or mealtimes
 - Providing general office support as a shared responsibility of administrative team members
 - Supporting SMC events and related activities as required. E.g. Graduation and occasional Evening Lectures
 - Undertaking such other duties appropriate to the post as may be assigned by the COO or Head of Implementation as required

Other Responsibilities

- Attending all meetings of the Local centre and wider St Mellitus College staff, key staff gatherings and college events, and HTB Group Staff Meetings
- Work at ordinand residentials or other college events from time to time as required, for which time off in lieu / flexi-time will be arranged where necessary
- Presence at conferences and events as required
- Work in connection with the wider administration team on special projects
- Supporting SMC-related activities, general administrative duties, and other tasks, as required

This list is not exhaustive and additional duties may be needed as deemed appropriate by management.

KEY COMPETENCIES

- Prayerful, excited for the work of the College

- A committed and professional approach
- An enthusiasm for co-ordinating, organising and administration
- A servanthood approach
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable, and proactive team player
- Attention to detail
- Excellent people and telephone skills
- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint, and Excel.
- Building on the foundations of, and in the same spirit as the ministry of the HTB Group; a passion for theology in helping transform people's minds, lives, and society.

WORKING ENVIRONMENT

We are outward-looking, prayerful, keen to serve the mission of the church and striving for excellence in everything we do. Our approach is to be audacious, unified, generous, humble, and tenacious. We seek to be professional at all times, taking God seriously but not ourselves. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

Core to the college's values is the promotion and celebration of unity, and the college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church and help them learn from each other. St Mellitus College was borne out of a new vision for theological training and formation, and out of a spirit of partnership.

JOB REQUIREMENTS AND BENEFITS

- This is a part-time position (0.6FTE).
- The employer will be St Paul's Theological Centre (SPTC), a constituent part of St Mellitus College and part of the HTB Group.
- While the contractual workplace will be one of the St Mellitus College teaching centres, staff are given the opportunity to deliver their roles through a combination of on site and remote working, as agreed with the line manager.
- Five weeks' holiday per annum (pro rata): holidays will usually be granted around term times.
- There is a 6-month probationary period.
- Salary: £22-24k (pro rata), dependent on experience. This includes London weighting.