



Administrator and Clerk to Trustees - Application Pack

Thank you for your interest in the job of part-time Administrator & Clerk to Trustees for St Peter's Saltley Trust. Please find further details of the post below. To submit an application, please apply in writing, using the application form provided, to: Ian Jones (Director), St. Peter's Saltley Trust, 3 Nursery Road, Edgbaston, Birmingham B15 3JX by **15 March 2020** or email: director@saltleytrust.org.uk (email applications preferred).

Your application should consist of a **completed application form** detailing your skills and experience and why you are suitable for the post. Your attention is particularly drawn to the job description and person specification overleaf; please ensure that your application demonstrates evidence of the skills, experience and qualities detailed here. Your application should also include the names and full contact details of **two referees** who are able to comment on how you meet the job description and person specification outlined overleaf. One of the referees must be your current or most recent employer.

Job Title: Administrator and Clerk to Trustees

Location: St. Peter's Saltley Trust Offices, located at Grays Court, 3 Nursery Road, Edgbaston, Birmingham B15 3JX

Reports to: Reports to the Trust Director in the first instance. Also works with Finance Trustee and Chair of Trustees.

Hours: 9 hours per week. Currently this is worked as a typical pattern of two mornings per week, but exact days/times may be worked flexibly by agreement. We are open to the possibility of concentrating more of the work within term-times, and fewer hours during school holidays.

Pay: £12.00 per hour.

Pension: Access to a Workplace Pension.

Annual Leave: 68.5 hours per year. (Assuming a working pattern of 2 x 4.5 hr sessions per week, this translates into roughly 15.5 sessions of paid holiday entitlement p.a., which is the *pro rata* equivalent of a full-time holiday entitlement of 30 full working days + 8 bank holidays).

Start Date: Beginning of May 2020 or as soon as possible thereafter, to allow for handover of duties.

Job Purpose: Working closely with the Director, the Administrator and Clerk to Trustees provides day-to-day financial, administrative, and office management support for St Peter's Saltley Trust. This includes monitoring expenditure, maintaining accurate financial records, processing grants and administering the Trust's small grants fund. The administrator also assists the Director in the organization of conferences and events as required. As Clerk to Trustees the post-holder takes minutes at Trustees' meetings and assists the director in correspondence with the Trustees. For candidates with the right aptitude and skills, there are opportunities to become involved in other aspects of the Trust's work, including maintaining and developing the Trust's communications and publicity, and supporting pieces of project work.

Job Description:

(Feb. 2020)

Financial:

- To maintain accurate and up-to-date financial records on an ongoing basis (including at least fortnightly reconciliation of bank statements) and to provide such information as may be required by the independent examiners in the preparation of annual accounts.
- To work with the Director and Finance Trustee in the preparation of annual budgets and to monitor income and expenditure in line with these budgets.
- To act as Authorised Correspondent with the Trust's investment fund managers, drawing down income as required for the Trust's ongoing work month by month.
- To liaise with the external organisations handling the Trust's payroll and pensions, ensuring they are kept up to date of any staff or salary changes.
- To advise the Director and Trustees on the day-to-day financial position of the Trust as required, but particularly in advance of Trustees' and Advisory Council meetings (each body meeting twice per year).
- To pay bills and raise invoices as required (using online banking where possible), to ensure appropriate insurance policies are in place (including Employer's Liability Insurance, Buildings and Fire Insurance) and to arrange contracts to ensure the smooth day-to-day running of the Trust, including utilities and building repairs.

As Clerk to Trustees:

- In consultation with the Director, to prepare agendas and papers for Trustees' meetings, to take and circulate minutes of the meetings and arrange catering.
- To maintain the Trust's compliance with Charity Commission requirements, including: the submission of the Charity Commission's annual return, maintaining up to date records of Trustee appointments and retirements, and other correspondence with Trustees.
- To attend, when required, twice-yearly meetings of the Association of Church College Trusts, in London.

Administrative/Support:

- To act as administrator of the Trust's small grants fund, receiving funding applications, passing these to the Director and Advisory Council for consideration four times per year, and communicating the outcomes to applicants.
- To assist the Director in the Trust's project work as required – e.g., handling bookings for occasional conferences and events, processing orders for Trust publications or compiling and maintaining mailing lists. There is potential for this involvement to develop, subject to the post-holder's interests/skills.
- For suitably interested and skilled candidates, to maintain and develop the Trust's publicity, communications and online/social media profile, in consultation with the director (including occasional e-news bulletins, Twitter and Facebook).
- To offer day-to-day clerical support in the Saltley Trust offices, and such other duties as the Director and Trustees may from time to time reasonably require.

Job description does not form part of the Contract of Employment as duties are updated as the role develops.

Person Specification

Criteria: E = essential; D = desirable

Assessment: A = application (including references); I = interview

Skills and Experience	Criteria	Assessment
Education and Qualifications		
Good general education with GCSEs or equivalent in Maths and English	E	A
Commitment to personal/professional development	E	A/I
A recognised finance qualification (for example in book-keeping, accounting or financial administration)	D	A
Experience		
Relevant experience of working in a financial/administrative environment, including the management, development and operation of systems and procedures	E	A/I
Experience of administering budget and financial matters in an organizational setting	E	A/I
Experience of communications and publicity – for example, writing content for websites and social media, or e-mail marketing platform	D	A/I
Knowledge/experience of finance in the charitable sector	D	A/I
Skills and Attributes		
Good interpersonal skills in order to deal with enquiries and liaise with external contacts in a positive and professional manner	E	A/I
Good organisational skills and ability to manage time and tasks	E	A/I
Skills in ICT including Excel, Word and online banking	E	A/I
A good standard of written English	E	A/I
Personal Qualities		
Honesty and trustworthiness	E	A/I
Ability to work on own initiative and as part of a team	E	A/I
Willingness and ability to work flexibly as required (e.g., to attend key meetings and assist with events should these fall outside the post-holder's normal hours or days of work)	E	I
Sympathy with the aims of St. Peter's Saltley Trust (outlined on p. 4)	E	A/I

Candidates selected for interview will be asked to undertake a short task designed to assess their written English and their ability to use a spreadsheet.

References will be taken up only for candidates invited for interview. If you do not wish us to approach your current employer unless a conditional job offer is made, please let us know (we may ask you to provide an alternative referee at interview stage).

About St Peter's Saltley Trust

What We Do

St. Peter's Saltley Trust is a Christian educational charity offering funding and support in three main areas:

- The development of Christian learning, discipleship and theological education
- Strengthening the churches' work in, and contribution to, the Further Education and lifelong learning sectors
- The development of religious education in schools

The Trust works across the geographical area covered by the Anglican Dioceses of Birmingham, Coventry, Hereford, Lichfield and Worcester. The Trust has strong links with the Church of England but funds and supports projects across the ecumenical spectrum.

The Trust works primarily as a catalyst and support to organisations and individuals working at the 'frontline' of these three spheres. We work in partnership with local churches, schools, colleges and other groups to develop creative, innovative projects at the intersection between religion, education and society. We help organisations and individuals to identify needs and opportunities, to develop creative responses, to pump-prime new initiatives with grant funding, and to help evaluate the results.

We see our mission as 'educational' in an expansive sense – not just as the development of 'courses' or 'learning resources' (valuable though these can be) but in supporting a variety of approaches to helping people learn. This includes research and evaluation, encouraging reflective practice, and transforming the culture/structures within which learning and growth take place. Our work is also explicitly faith-based: to be eligible for funding all of our projects need to have a definite element of learning about and from religion, specifically the Christian faith (although we also support multi-faith religious education in schools and interfaith education more generally provided it involves some Christian contribution to it).

We hope that projects we support will go on to serve as a model for religious and theological education not only within the region, but also nationally. But we're also willing to take a risk on projects which are exploratory and experimental, to learn from what works and what doesn't.

Our Board of Trustees is drawn from across the West Midlands region, each with expertise in some aspect of the Trust's work. We have a small staff team – currently a full-time director, part-time bursar/clerk to Trustees and a part-time colleague undertaking a three-year Further Education chaplaincy development project.

The Trust's offices are situated on Nursery Road, at the city end of Harborne High Street in Birmingham. We share a building with our tenants, the Student Christian Movement.

For more information on our work, please see our website: www.saltleytrust.org.uk