

**Job Description: Administrator**

**Job Title:** Administrator, Reconciliation Initiatives

**Location:** Coventry Cathedral, Coventry

**Reporting to:** The Executive Director

**Responsible for:**  Any Reconciliation Initiatives’ interns or volunteers (once appointed)

1. **Organisation Information**
	1. **Reconciliation Initiatives**

Reconciliation Initiatives (**RI**) is an independent Christian charity, registered in England, working with people from across the world-wide Anglican Communion to equip them for peacemaking and reconciliation ministry, working in partnership with Coventry Cathedral. RI organises educational and relationship-building events, called Anglican Peacemaking Institutes (**APIs**), and provides subsequent action learning and coaching support for participants. In addition, RI seeks to support continental APIs, beyond Europe, in becoming self-supporting and locally-owned entities; and it seeks to network APIs, their facilitators and participants, in ongoing development of the Church’s ministry in transforming conflict and building peace. See [www.reconciliation-initiatives.org](http://www.reconciliation-initiatives.org).

* 1. **Organisational Culture**

As part of building a culture of peace, RI’s trustees and staff, and the APIs facilitators are called to model mutual respect, team-working, collaborative decision-making, interpersonal sensitivity, personal initiative and creativity, and professional transparency, integrity and discretion. It is incumbent on all RI staff and trustees to live-out this culture, including in their personal use of social media, in order to safeguard RI’s reputation.

* 1. **Organisational Objectives**

The overall goal of RI is to equip churches and dioceses within Provinces of the Anglican Communion to handle their internal tensions and conflicts more effectively, creatively and respectfully; and to facilitate them in being more dynamic, courageous and inspiring agents for reconciliation in the social contexts where they are located.

RI’s principal strategy to achieve this goal is to work with small groups of four people, who are mid-level, mid-career leaders, lay and ordained women and men, sponsored by an Anglican diocesan bishop. These groups, in a cohort of 24 participants, are led through a two-week intensive residential learning and resourcing process, called an Anglican Peacemaking Institute. During the API, they are linked with participants from another diocese, with whom they will partner in sharing their learning and struggles over an 18-month implementation process, with coaching support from API facilitators.

1. **Job Overview**
	1. **Job Purpose**
		1. To support the delivery of RI’s objectives, especially the coordination and delivery of the regional continental APIs, delivered two or three times a year.
		2. To ensure the efficient running of RI’s office and its organisational and financial systems, working in collaboration with the Executive Director and the Trustees.
		3. To ensure clear and prompt communication with those whom RI seeks to serve.
		4. To help maintain the charity in a positive financial position, compliant with good financial management and practice.
	2. **Scope and Accountability**
		1. The post is currently a half-time role: see the associated terms and conditions.
		2. The postholder will report to Executive Director, who is based in London and who will provide line management for the postholder, both remotely and face-to-face.
		3. The postholder will be responsible for helping to ensure the effective delivery of the APIs and for running RI’s office base, while maintaining good relationships with Coventry Cathedral’s staff housed in the same office.
		4. The postholder will be responsible for managing RI’s organisational and financial systems in collaboration with the Executive Director, and for providing the Trustees with quarterly and annual reports.
2. **Specific Responsibilities and Tasks**
	1. **Office and Organisational Management**
		1. Establish weekly and medium-term work priorities in consultation with the Executive Director; and then manage own workload with minimal supervision.
		2. Participate in a pattern of weekly check-ins, monthly staff meetings, six-monthly self-appraisals, and annual performance reviews.
		3. Handle phone calls and email exchanges with RI’s contacts, including Trustees.
		4. Maintain RI’s database and constituent relationship management (CRM) software, ensuring compliance with GDPR requirements.
		5. Compile and send out a quarterly newsletter using Mailchimp templates; and post news on the RI Twitter account.
		6. Learn to edit the RI website, and then update the site as needed.
		7. Maintain (or establish where not yet in place) a set of organisational policies, to be agreed by the Board of Trustees.
		8. To carry out such other tasks as may reasonably be required within the capacity and experience of the postholder, relevant to RI’s purpose and needs.
	2. **Event and Network Coordination**
		1. Take responsibility for signing notes, agreements and contracts entered into by and on behalf of RI, as approved by the Executive Director.
		2. Process applications from API applicants and maintain contact with them.
		3. Calculate reasonable travel allowances for API applicants.
		4. Liaise with conference centres over API bookings.
		5. Assemble training packs and resources for API trainers and participants.
		6. Help to facilitate the ongoing support and networking of API graduates.
	3. **Financial Administration**
		1. Manage RI’s bank accounts, maintain accurate financial records and reconcile accounts on a monthly basis.
		2. Prepare and submit to the Board an annual budget and quarterly financial statements, along with an annual report for the Charity Commission.
		3. Arrange prompt payment of all approved invoices issued to RI, ensuring that there are sufficient funds available in RI’s current account.
		4. Arrange the monthly payment of staff salaries from RI’s bank account, in accordance with payroll figures calculated by FMP Global.
		5. Keep track of donations via RI’s online account and send prompt thanks.
3. **Person Specification**
	1. **Knowledge**
		1. An understanding of a range of computing software, including Microsoft Office programmes, and ideally of Xero or a similar accounting package; and of online services such as Mailchimp (for newsletters) and Twitter (for news updates).
		2. An understanding of core accounting methods, and of online banking procedures.
		3. Ideally, some understanding of the functioning of an English charity.
		4. Ideally, some understanding of the Church of England and of the wider Anglican Communion.
	2. **Experience**
		1. Solid experience of working in an office environment and of managing a range of office-based tasks.
		2. Experience of managing own workload without the need for extensive supervision.
		3. Experience of handling finances and accounts.
	3. **Attributes & Skills**
		1. Sympathy with the Christian vision, goals and values of RI, and a commitment to embodying these publicly.
		2. Excellent verbal and written English language skills.
		3. Proven ability to work as part of a small team.
		4. Ability to manage own workload without supervision, and to prioritise between a range of tasks.
		5. Strong computer skills, including the ability to touch-type, and the capacity to learn and use new software.
		6. Ability to interact appropriately with people from a range of cultures and contexts.