

Job Description: Administrator

Job Title: Administrator, Reconciliation Initiatives
Location: Working from home (or from a suitable shared working space)
Reporting to: The Executive Director

1. Organisation Information

a. Reconciliation Initiatives

Reconciliation Initiatives (RI) is an independent Christian charity, registered in England, working with leaders from the Anglican Provinces of England, Scotland and Wales to equip them for missional engagement with their local communities. The charity is a member of the Community of the Cross of Nails, and seeks to work in partnership with Coventry Cathedral. RI organises educational and relationship-building events, and provides subsequent action learning and coaching support for programme participants. See www.reconciliation-initiatives.org.

b. Organisational Culture

As part of building a culture of peace, RI's trustees and staff and associates 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. This is set out in more detail in a Code of Conduct signed by all staff, trustees and associates.

c. Organisational Objectives

The overall goal of RI is to facilitate churches and dioceses within Provinces of the Anglican Communion 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, typically parish clergy, sponsored by an Anglican diocesan bishop. These groups, in a cohort of between 16 and 24 participants, are led through a one-week intensive residential learning and resourcing process. This is followed up with an ongoing small group coaching, led by trained facilitators, to support participants in implementing their learning in partnership with others, inside and beyond the church.

RI also offers a racial justice programme to support Anglican leaders in addressing racism and white advantage in their churches.

2. Job Overview

a. Job Purpose

- i. To support the delivery of RI's objectives, especially the coordination and delivery of the learning and development programmes.
- ii. To ensure the efficient running of RI's organisational and financial systems, working in collaboration with the Executive Director and the Trustees.
- iii. To help maintain the charity in a positive financial position, compliant with good financial management and practice.
- iv. To ensure clear and prompt communication with those whom RI seeks to serve.

b. Scope and Accountability

- i. The post is currently a half-time role: see the associated terms and conditions.
- ii. The postholder will report to Executive Director, who is based in Malvern in Worcestershire, and who will provide line management for the postholder, mostly remotely and also through regular face-to-face meetings.
- iii. 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.
- iv. The postholder will be responsible for helping to ensure the efficient delivery of RI's programmes and for running RI's office systems.
- v. The postholder will share in responsibility for maintaining good relationships with RI's programme participants and core group of Associates; and, also, with Coventry Cathedral and its staff.

3. Specific Responsibilities and Tasks

a. Office and Organisational Management

- i. Establish weekly and medium-term work priorities in consultation with the Executive Director; and then manage own workload with minimal supervision.
- ii. Participate in a pattern of daily check-ins, monthly in-person staff meetings, six-monthly self-appraisals, and annual performance reviews.
- iii. Handle email exchanges and phone calls with RI's contacts, including Trustees, senior diocesan staff and external suppliers.
- iv. Maintain Airtable, RI's database and constituent relationship management software, ensuring compliance with relevant legislative requirements.
- v. Submit regular staff and financial reports, including for RI Trustees' meetings.
- vi. Act as secretary for RI Trustees' meetings, including drafting the minutes.
- vii. Update RI's details on the Charity Commission and HMRC's websites, and with other external bodies, including the Cooperative Bank; and make some updates to RI's website, on Wordpress.
- viii. Coordinate with RI's Associates, including quarterly online meetings and an annual in-person gathering.
- ix. Maintain a set of organisational policies adopted by the Board of Trustees.
- x. Carry out research for the Executive Director and make recommendations.
- xi. Identify training opportunities for personal professional development.
- xii. 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.

b. Event and Network Coordination

- i. Sign notes, agreements and contracts entered into by and on behalf of RI, as approved by the Executive Director.
- ii. Establish and maintain contact with programme applicants.
- iii. Liaise with conference centres and other venues over RI's event bookings.
- iv. Assemble training packs, resources and other practical information.
- v. Set up and manage email group lists, in Outlook; and manage shared files on Sharepoint and Google Drive.
- vi. Arrange and facilitate meetings and webinars using the Zoom platform.
- vii. Help to organise an annual day conference, and attend this in person.
- viii. Attend one day of RI's residential learning programmes held in the UK each year.

c. Financial Administration

- i. Manage RI's bank accounts, maintain accurate financial records and reconcile accounts using Xero, RI's accountancy software.
- ii. Arrange prompt payment of all approved invoices issued to RI, ensuring that there are sufficient funds available in RI's current account.
- iii. Maintain an overview and detailed understanding of RI's running costs, and manage RI's bank accounts.
- iv. Prepare and submit RI's monthly payroll run using Xero, and make the associated payments, including to HMRC (PAYE and National Insurance) and pension funds.
- v. Complete all year-end payroll and HMRC returns, including production of P60 and P11 forms.
- vi. In conjunction with the Treasurer, prepare an annual budget for the Board of Trustees, along with any requested longer-term financial models.
- vii. Support the Treasurer in preparing the end of year accounts, for checking by an Independent Examiner, and for submission to the Charity Commission.
- viii. Keep track of donations received by RI, both directly and via any online service, and send prompt thanks for one-off donations or to new regular donors.
- ix. Calculate and submit an annual Gift Aid claim to HMRC.

4. Person Specification

a. Knowledge

- i. An understanding of a range of computing software, including Microsoft Office programmes and Sharepoint, and of Xero or a similar accounting package; and of online services such as Airtable (for databases), and Google Drive.
- ii. An understanding of core accounting methods, and of online banking procedures.
- iii. Ideally, some understanding of the Church of England and Anglican systems.
- iv. Ideally, some understanding of the functioning of an English charity.

b. Experience

- i. Solid experience of administrative tasks and of managing a range of office-based tasks.
- ii. Experience of managing own workload without the need for extensive supervision, ideally including experience of lone working.
- iii. Experience of handling finances and accounts.

c. Attributes & Skills

- i. Sympathy with the Christian vision, goals and values of RI, and a commitment to embodying these publicly; and, ideally, a willingness to participate in times of staff prayer.
- ii. Excellent verbal and written English language skills.
- iii. Proven ability to work as part of a small team.
- iv. Ability to manage own workload without supervision, and to prioritise between a range of tasks.
- v. Strong computer skills, including ideally the ability to touch-type, and the capacity to learn and use new software.
- vi. Creativity in solving work-related problems.
- vii. Flexibility in approach to work, and a willingness to respond occasionally outside regular working hours.
- viii. Ability to interact appropriately with people from a range of cultures and contexts.