

Title: Association Administrator

Responsible to: Regional Minister: Strategy and Transition

Pay: £12,480 (actual salary)

Hours: Approx. 20 hours a week over four days: which is a mix of hours during the working week (daytime) and evening meetings. (normally up to 12 evening meetings a year, with up to 3 Saturday Awaydays within the year).

Start date: To be negotiated with the successful candidate (ideally September 2022).

Role Purpose: To bring efficiency, innovation, confidence, and a Christ-centred spirituality to the operation of the NBA's administration and to enable the ministry and mission of the NBA to flourish.

Ensure the smooth running of the NBA administration and enable the mission and ministry of the church to flourish through providing high-quality administrative services to the NBA in general and the Regional Minister(s).

Key Tasks and Responsibilities:

- Be the first point of contact for enquiries to the Association, via phone and email. Receiving and delivering post, offering advice and information, and responding to all with appropriate sensitivity
- Undertake administrative support for the Regional Minister(s), the wider Association Team and Council
- To have good organisational skills including the ability to prioritise workload.

This includes:

- Promoting and administering events across the Association
- Administration of Ministerial Recognition Procedures
- Undertaking DBS checks as an approved DBS Verifier & maintain database
- Administrative support of Home Mission
- Dealing with the administration of various meetings especially the regular Trustees, Team and Working Groups, including taking minutes and distributing them in a timely manner.
- NBA Data Protection Officer
- Liaising with relevant BUGB staff and updating the database
- Compilation of Reports & Accounts for meeting
- Admin and Diary support for the Regional Team

- Being the Communication Lead for the NBA (including digital communication)

This includes:

- Maintaining and overseeing the Association's website
- Regular communication with the Association churches and ministers
- Maintaining and creating content for the Social Media presence
- Creating publicity

- Give attention to personal development

This includes:

- Supporting lifelong learning through appropriate training and coaching
- Attendance at suitable training events / courses
- Attendance at own Personal Development meeting
- Development of best practice for self and volunteers

- Undertake any other work within the job role as requested by the Moderator, Regional Minister(s) or the Association Team

Person Specification:

- Communication: Ability to communicate effectively and appropriately at different levels both verbally (including an excellent telephone manner) and in writing with a range of different people and organisations.
- Time management: Excellent organisational and time management skills; ability to prioritise workload while being flexible and adaptable.
- Thinking: Ability to think innovatively and independently and a willingness to problem-solve creatively and show initiative.
- Teamwork: Ability to work co-operatively and flexibly with others
- Relationships: Ability to create, maintain and develop effective working relationships
- Working under pressure: Ability to work methodically and thoroughly under pressure
- Tact, diplomacy, confidentiality and pastoral sensitivity when liaising with staff, churches, volunteers, ministers and others
- Ability and creativity in relation to design of materials such as social media, adverts, web site.
- Attention to detail and accuracy
- Willingness to learn on the job and develop new skills
- Excellent administrative skills including ability to manage a number of projects simultaneously
- Good working knowledge of Office 365 software including Word, Excel, Outlook, PowerPoint and Publisher.
- Knowledge of Wix for our website would be helpful but not essential.
- An ongoing commitment to your own spiritual growth

The Northern Baptist Association is a Christian charity and as such, it is an occupational requirement that the holder of this post is a committed Christian and in sympathy with the Baptist Declaration of Principle.