

 Reg. Charity No. 249682 Diocese of Norwich

**Mothers’ Union Norwich Diocese Administrator**

**Mothers’ Union** **Norwich Diocese** (Registered Charity 249682) is affiliated to the worldwide Mothers’ Union, a Christian charity whose aim is to support families and family life.

Through programmes, campaigning, community outreach and prayer Mothers’ Union promotes stable marriage and family life, working through local volunteer members to create lasting change. Members are driven by their faith but work with people of all faiths and none.

We are looking for an experienced **Administrator willing to work within, and promote, the aims and objects of Mothers Union and have -**

∙ a good working knowledge of office procedures, effective communication and organisational skills, be computer literate and have a good working knowledge of MS Office- Word, Excel, and the Internet.

∙ the ability to work, largely self - directed, effectively prioritise workload and meet any deadlines set

∙ effective verbal & written communication skills - ability to engage with a wide range of people.

∙ the ability to work with others and to contribute within a team.

**Appointing Body:** The Trustees

**Reporting to:** The President

**Job description**

The administrator is required to-

∙ Support the President in administering the work of Mothers’ Union within the Norwich

 Diocese.

∙ Liaise with the Treasurer/Finance officer.

∙ Deal with visitor, telephone, and email enquiries either verbally and or in writing, and diverting enquires and messages as appropriate.

∙ Handle post - sort and distribute incoming post and organise and send outgoing post,

 logging and recording as necessary

∙ Organise meetings and take minutes of the Trustee Board, Finance Committee and Diocesan Council; prepare and distribute timely minutes and board papers.

∙ Printing, copying and other administrative tasks as necessary.

∙ Deal with sales of Mothers’ Union branch basic items to members.

∙ Maintain the central database of contact details and post holders (and renew Data Protection annually)

∙ Operate and maintain office equipment, monitor usage.

∙ Purchase stationery and other office supplies.

∙ Compile a year planner for dates.

∙ Co-ordinate advertising and publicity, passing on relevant information to the editors of publications as directed by the President and trustees

∙ Liaise with Diocesan staff and with external contacts, including the worldwide Mothers’ Union.

∙ Other duties as required by the President or trustees.

**Terms and conditions**

The position is for 12 hours per week, divided as 4 hours on three days.

Salary: £9.00 per hour

This is a part time fixed position for a period of three years, with a possibility that it be extended, subject to funding.

Annual leave: 10 days plus Bank Holidays and the Christmas period when Diocesan House is closed

Statutory rights will apply