

## **General Administrator for Christian Spirituality Centre in Durham**

P/T 30hrs pw

St Antony's Priory, Durham, is seeking to recruit an enthusiastic and highly capable General Administrator to oversee all aspects of day-to-day operations of the Priory. It is anticipated that the role will evolve as the work of the Priory develops, so the capacity to adapt and grow with the role is essential.

The role will involve a range of administrative tasks including: supervising other staff, managing bookings, day-to-day financial administration, hospitality arrangements, reception duties, domestic and facilities management, logistical support to a residential community, and administrative support to the Director.

We are looking for someone who is:

- A highly efficient administrator.
- Capable of managing a variety of tasks.
- Able to work alone and take initiative.
- Willing to 'muck in' and to do a bit of everything.
- An excellent written and verbal communicator.
- Competent in basic financial administration and use of MS Office applications.
- Confident to represent the Christian ethos of the Priory.

Additional desirable qualities include:

- Experience of managing staff.
- Experience of work in the hospitality/catering industry.
- Secretarial skills.
- Experience of book-keeping software.

There is an occupational requirement under Schedule 9 of the Equality Act 2010 for the post-holder to be a practising Christian.

Hours: 10am-4pm, Monday-Friday

Salary: £18,770 p.a. (£12 ph.)

### **Application Process**

Please apply by sending a CV and covering letter addressing all the requirements of the post by email to: [nicholas.buxton@stantonypriory.org](mailto:nicholas.buxton@stantonypriory.org)

Closing date for applications: Thursday 9 April 2020.

Interviews: Tuesday 28 April 2020.

### **About St Antony's Priory**

St Antony's Priory is a Christian Spirituality Centre in Durham, with a timetable of daily prayer and a distinctive Christian ethos, offering hospitality and spiritual refreshment to individuals and groups. It is operated by the Society of the Sacred Mission, an Anglican religious organisation.

Current activities include providing meeting rooms for individuals and groups as well as overnight guest accommodation for people wishing to spend time on retreat. We also manage a network of spiritual directors, and run a variety of Christian courses, quiet days and other events

Later this year a residential praying community will be established, living on site and supporting the work of the Priory in a voluntary capacity.

**The Society of Sacred Mission  
St Antony's Priory, Durham  
Job Profile**

**Job Title:** General Administrator

**Location:** St Antony's Priory Durham

**Accountable to:** The Director, St Antony's Priory Durham

**Responsibilities**

**1. Office Management**

- (i) Operational administration, including managing room bookings (groups and individuals), guest accommodation, arrangements for events and activities
- (ii) Financial administration, to include processing and recording transactions, invoicing, making payments, bank reconciliation, processing gift aid, managing petty cash and banking deposits.
- (iii) Administration relating to contracts and services (e.g. utilities, IT & telephone office supplies, purchasing, etc).
- (iv) Administration relating to staffing matters (e.g. holiday forms, sickness, etc).
- (v) Reception duties, including responding to telephone and email enquiries, answering the door, welcoming guests, assisting with hospitality, offering refreshments
- (vi) Other administrative duties to support the Director and/or the Board of Trustees, as may be required

**2. Domestic and Facilities**

- (i) Oversight of housekeeping and maintenance functions, including supervision of housekeeper and gardener/maintenance person
- (ii) Arranging additional services (e.g. outside catering, or other services), as/when required.
- (iii) Health & Safety compliance, maintenance and contracts (e.g. local authority, gas safety, fire safety etc).
- (iv) Liaison with external contractors, e.g. building trades, laundry, window cleaners, etc., including for the Cottage and No. 72

**3. Volunteer Co-ordination and Logistical Support**

- (i) Administration in relation to the logistics of running a residential community, including menu planning, organisation of duty rotas, ordering of supplies etc
- (ii) Supervision and administration in relation to volunteer roles, to include all aspects of volunteer co-ordination (e.g. compliance with policies, etc).

**4. Other**

- (i) Assistance to support work of the Director
- (ii) Assistance to support the wider operations of SSM
- (iii) Attendance at Staff Meetings
- (iv) Participation in relevant training and CPD opportunities
- (v) Any other duties and responsibilities as may be agreed from time to time with the Director

## **5. Miscellaneous**

### **A. Key Relationships**

- (i) St Antony's Priory Director
- (ii) SSM Trustees
- (iii) External Accountants
- (iv) Other staff members, especially housekeeper and gardener
- (v) Community Members
- (vi) Users of the Priory facilities and guests
- (vii) External Authorities, Contractors etc

### **B. Skills & Competencies**

- (i) Highly organised and efficient administrator
- (ii) Proficient in use of book-keeping software and MS Office applications
- (iii) Able to work alone, take initiative, and work as part of a team
- (iv) Competent to supervise staff and volunteers
- (v) Excellent written and verbal communicator
- (vi) Ability to remain calm under pressure

### **C. Personal Attributes**

- (i) Integrity
- (ii) Understanding of the need for confidentiality and discretion
- (iii) Sympathetic to the needs of others
- (iv) Open to learning and change
- (v) Good interpersonal skills
- (vi) Confident to uphold and represent Christian ethos of the Priory

There is an occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010