

The Baptist Union of Great Britain (BUGB)

Role Profile – Governance and Support Administrator

Job title:	Governance and Support Administrator
Reports to:	Governance and Events Coordinator
Direct reports:	None
Location:	Baptist House, Didcot

A Main purpose and context of the role:

Working alongside the Governance and Events Coordinator, this role acts as administrative support to the many formal committees and working groups of our Baptist life together. Key responsibilities include:

- Providing meeting support to the BUGB Trustee Board, other key BUGB Committees and Working Groups
- Organising and programming Baptist Together events
- Assisting with the delivery of the Baptist Assembly

B Key Responsibilities

All three members of the Governance Support Team will be involved in a wide range of administrative support work, will be expected to operate flexibly and to provide support and cover to each other, making best use of the skills of the team and ensuring that tasks are completed as needed.

Key responsibilities of this role within the Governance Support team are anticipated to be as follows.

1 Providing meeting support to the BUGB Trustee Board, other key BUGB Committees and Working Groups

Providing support to key committees and working groups. This will include collating meeting agendas and papers and writing minutes. The meetings that the team support include:

- BUGB Trustee Board
- BUGB Finance & Audit Committee
- Baptists Together Mission Forum
- Baptists Together Moderators
- Baptists Together Association Treasurers
- Baptist House Directors

This will also involve administrative support to the Moderator (Chairperson) of each of these committees and groups in relation to their responsibilities as Moderators.

2 Administrative support to the Specialist Teams

Administration tasks in relation to the operation of the Specialist Teams. This will include tasks such as:

- Ordering stationery
- Managing staff, trustee and volunteer expenses,
- Administering our credit card arrangements for BUGB staff
- Arranging catering for meetings
- Coordinating calendars and booking meetings
- Handling correspondence and documentation, including managing mail for the pension scheme and the Pensions Team, who are home based.
- Monitoring shared mailboxes and ensuring queries from churches and other parties receive the necessary responses by either responding directly or passing queries on to the appropriate person to respond.
- Handling ad-hoc telephone queries
- Website work – updating and adding material to the Baptists Together website
- Other ad-hoc support as required

3 Providing administrative support to key BUGB events, including Baptist Assembly

This role will work support the Governance and Events Coordinator to deliver key BUGB events:

- Assisting in delivery of BUGB events, including various committees, working groups and Baptist Union Council, including coordinating with host venue staff to ensure the attendee experience is smooth.
- Providing administrative assistance with the arrangements for Baptist Assembly, including supporting the Governance and Events Coordinator with the planning, liaison and coordination work involved in delivering Assembly on behalf of the Baptist family.

This role profile is designed to be illustrative rather than exhaustive. We may add to the responsibilities of this role any tasks or activities that are relevant and appropriate to the role and will discuss any such additions with the post-holder.

As this role is a new role in a new team, it is our expectation that we will review the effectiveness of this new model later in 2020, and that flexibility is required in terms of specific responsibilities and the shared work of the Governance Support Team.

C Culture and Working Style at BUGB

Across our Union our culture and working style is still developing, and can be best described in the following words:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- ***Seek to be a movement of Spirit led communities.*** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- ***Feel like one team*** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- ***Embrace adventure*** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- ***Inspire others*** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- ***Share a Hunger*** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

D Personal Attributes and Experience

Qualifications and experience

- Extensive experience in an administrative role, such as a Personal Assistant or Administrator
- Experience of supporting committees and formal meetings, including coordinating agendas, gathering and distributing papers and taking minutes
- Used to working under own initiative to resolve problems

Technical skills and abilities

- Excellent skills at minute taking in formal and informal committee and board settings
- Structured and robust approach to managing multiple tasks and ensuring key tasks are prioritised and delivered as needed.
- Good working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint & Access)
- Good written communications to respond to queries from internal and external stakeholders
- A professional telephone manner and ability to handle occasional difficult callers
- Familiarity with basic Website content administration

Personal Qualities

- A commitment to delivering an excellent support service to staff, volunteers and others across our Baptist Family
- A confident and calm approach to work, even when under pressure
- Ability to multi-task in a busy and varied work environment
- Enjoy working collaboratively with other members of staff, including senior leaders from across our Union
- Excellent interpersonal and organisation skills, including excellent time management
- Able to work on defined tasks independently without close supervision
- A genuine interest in the work of the Baptist Union and our support to associations, colleges and churches
- Sympathetic to the ethos of our Union and its mission and values

Christian ethos

The Baptist Union of Great Britain is a denominational body for more than 1900 churches, associations and colleges across England and Wales. We expect you to be able to demonstrate an understanding of and commitment to the Christian ethos and values of our organisation.

Salary and practical arrangements

This role is offered on a full-time basis (35 hours per week), working in our modern offices at Baptist House, Didcot. However, we would be able to consider flexible working if required – for example, a 4-day working week or a shorter working day. Occasional travel will be required to support Committee and Board meetings, although the majority of these meetings take place at Baptist House.

The starting salary for the role is in the range of £23,000 to £25,000 depending on skills and experience.

We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover and income protection insurance in case of long-term ill health
- child care vouchers scheme
- a Cycle to Work scheme through salary exchange
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg supermarkets, high street retailers, restaurants, cinema tickets).
- free car parking at our offices

More information

If you would like more information before you apply, please contact Fiona Myers in our HR team by email at opportunities@baptist.org.uk and she will arrange for you to speak with Richard Wilson, our Support Services Team Leader, about the role and our expectations.

Closing date for applications is 9.00am on Friday 20 December, and interviews will take place on early January at Baptist House, Didcot.