

Applicant Pack

SENIOR ADMINISTRATOR



Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in the Senior Administrator role with SCM. Inside this pack you will find more information about the role and how to apply, as well as an introduction to SCM as an organisation.

We are looking for an experienced, reliable administrator who enjoys juggling the varied tasks of administration in a small charity. You will need to show, in addition to the skills and experience listed in the person specification, a certain something that shows us that your values align with our values, and that you share our commitment to safeguarding. As a student-led organisation, we are looking for someone who is invested in and excited for the role SCM can play in supporting Christian students in Higher Education, as well as recent graduates.

At its heart, this post is one which acts as the glue in our movement, supporting both students and staff to make the work of the charity happen.

We particularly welcome applications from disabled people, Black, Asian and people from ethnic minority backgrounds, and LGBTQ+ individuals who are currently underrepresented in the organisation. Due to the nature of this role and the responsibilities of the successful post-holder, a genuine occupational requirement to be a committed Christian is in place for this role in accordance with the provisions of the Equality Act 2010.

For an informal discussion about this role contact Revd Naomi Nixon, CEO, by emailing naomi@movement.org.uk.

We look forward to receiving your application!

The SCM Team

ABOUT US

Our vision is of SCM as a **generous community**, expressing a lived faith in Jesus Christ where social action meets prayerful devotion. We seek to be both a **radical voice** for equality and justice, and a **safe home** for progressive Christian students.

Aims

Our work is based on four aims that express the values of our progressive faith:

- Creating Community
- Deepening Faith
- Seeking Justice
- Celebrating Diversity

Mission

To work towards our vision and aims we will:

- Create, support, and sustain inclusive communities where students can find a place to be and belong.
- Offer resources and the space to grow at university and beyond as thoughtful disciples.
- Challenge injustice and exclusion, locally and globally, inspiring students to express Christian faith through social action and to develop as passionate activists.
- Create leadership opportunities throughout the movement, equipping students to become progressive leaders in the Church and the world.
- Explore progressive faith with each other, world and neighbour, creating socially engaged and scripturally rooted radical theologians.

The Student Christian Movement came into being in 1889 as a loose network of students dedicated to missionary work overseas. It rapidly broadened its aims and membership to become the largest student organisation in Britain. The values of inclusiveness, radicalism, and an open and challenging approach to the Christian faith were as important in the early days of the movement as they are now.

The movement today is made up of a network of communities and individual members across Britain, as well as Churches and Chaplaincies. Each SCM community is different, but students can expect to find a warm welcome as well as activities including bible study, prayer, campaigns and social action, talks, discussions, and socials. As a national movement we come together at regional and national events to learn more about our faith and spend time as a community. We take action on issues of social justice chosen by our members.

The British SCM is part of the World Student Christian Federation (WSCF) which brings together more than two million Christian students around the world.

As a student-led movement, SCM's decision making body, known as General Council, is made up of students and recent graduates. Members of General Council are elected by the membership at the AGM each year, and serve for a two year term.

General Council is the group that makes sure that all of the different parts of the movement fit together, representing the members of SCM and influencing areas of SCM's work. Some members of General Council are also the Trustees of SCM.

Decisions are made by GC in the following areas:

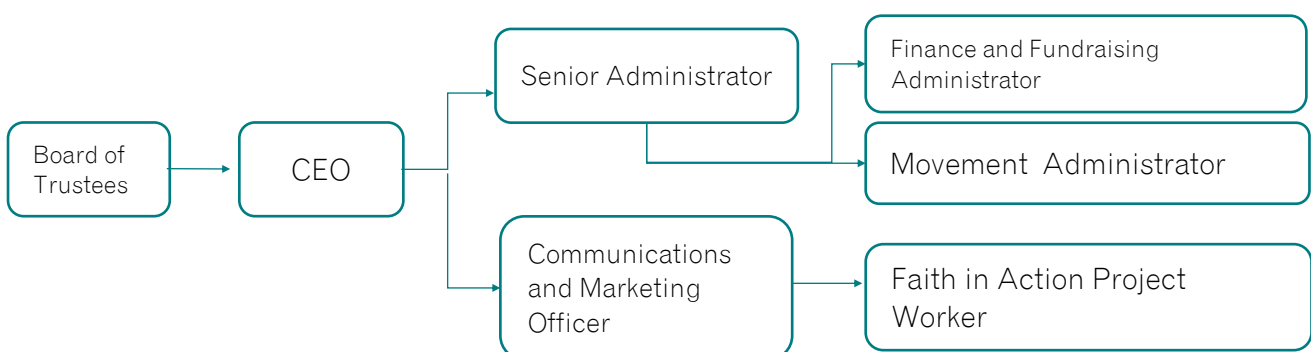
- Setting the strategic plan and ensuring that the charity is well run
- Recruiting and managing staff
- Setting budgets and monitoring finances
- Working with national and global partners
- Creating organisational policy.

General Council are supported by an advisory board called the Council of Reference. The Council of Reference provides advice to the trustees on matters such as strategy, finance and staffing, and is made up of volunteers, some of whom are former members of SCM.

The day to day running of SCM is delegated to the staff team. Most of the staff are based in the SCM office in Birmingham, though most work from home for part of the week.

Staff work to support students, local SCM communities, chaplaincies and churches by running events, offering training, and providing resources and advice. The staff team also fundraise to support the work of the movement and look after the day to day administration of the charity.

Organisation Structure



ABOUT THE ROLE

- **Job title:** Senior Administrator
- **Responsible to:** CEO
- **Remuneration:** £26-28,000pa (pro rata) depending on experience
- **Hours:** 28 hours per week
- **Location:** Birmingham, though Hybrid and Remote Working will be considered
- **Contract:** Permanent, on completion of a six month probationary period
- **Benefits:** 34 days annual leave per year (pro rata) plus closure days over the Christmas period, enhanced sick pay and family leave pay, paid leave for dependents, pension contributions, flexible working.

Purpose of the role

The Senior Administrator is responsible for overseeing the charity's administrative and financial operations, ensuring effective support for day-to-day activities. This role includes line management of administrative staff and serving as secretary to the board of trustees, supporting them with governance and compliance matters, as well as offering advice and assistance to the CEO. Additionally, the Senior Administrator will contribute to the charity's sustainability by coordinating and undertaking fundraising activities.

Summary of key areas of responsibility

The Senior Administer will be responsible for ensuring that the administrative support for the strategic aims and priorities set by the CEO is in place. The role has a particular emphasis on ensuring the smooth running of the activities of the movement.

The main duties of the post include:

Human Resources

- Oversight of HR matters including the recruitment and induction of staff and administering payroll.

Finances

- Oversight of the day to day management of SCM's finances, including the annual budget, monitoring financial performance and investments and working to agreed priorities.

Secretary to the Trustees

- Acting as secretary to the trustees, administering their meetings and elections, and sending the Annual Return to Companies House and the Charity Commission.
- Providing regular support to existing student communities regarding group governance.

The main duties of the post, continued:

General Administration

- Ensuring that policies are implemented, and that staff are following agreed procedures.
- Coordination of volunteering within SCM.
- Oversight of all administrative matters including IT/computer systems, database, website, production of resources and contract management with suppliers.
- Forming new relationships and developing current ones with SCM members and communities.
- Coordinating SCM national events offering administrative support and liaising with venues, speakers and participants.

Fundraising

- Maintaining long term relationships with the SCM Friends network, who are our individual regular donors.
- Working with the CEO and Communications and Marketing Officer to reach out to potential new donors.
- Maintaining SCM's database of donors.
- Following up with new and existing church partners, ensuring they are well connected to the movement.
- Developing strong cases for support and writing robust trust applications.
- Reporting on fundraising activity to the trustees and grant making bodies.

Other

- Undertaking any other tasks as required commensurate with the post.

Due to the nature of this role and the responsibilities of the successful post-holder, a genuine occupational requirement to be a committed Christian is in place for this role in accordance with the provisions of the Equality Act 2010.

WHO WE'RE LOOKING FOR

The ideal candidate will be able to demonstrate the following:

Knowledge and Experience

- Educated to degree level, or equivalent qualification or experience.
- Experience of working with a CRM (client relationship management) or contact database.
- Experience of line management and recruitment.
- Experience of reporting, monitoring and evaluation and liaising with funders, partners and other stakeholders.
- Experience of administration in a busy small charity or business, including administering payroll and expenses, contract management and IT systems.
- Experience of monitoring financial performance and investments and preparing and monitoring annual budgets.
- Experience of working with a trustee board, administering meetings and elections, and ensuring legal compliance. (desirable)
- A recognised bookkeeping or HR qualification. (desirable)
- Experience of preparing or contributing to writing successful grant funding bids and/or reports. (desirable)
- Experience of fundraising administration. (desirable)

Skills and Abilities

- An ability to express the charity's vision to inspire support from a variety of audiences.
- Excellent interpersonal skills and the ability to form and maintain positive relationships with members and supporters.
- Competent in the use of databases and website content management systems.
- Excellent organisational skills and the ability to work to deadlines and manage competing priorities.
- Competent in the use of Microsoft office, including Word, Excel, and Publisher and various social media platforms.
- Excellent oral and written communication skills with the ability to adapt copy to specific audiences.
- Excellent organisation skills and attention to detail, with an ability to work flexibly to manage a varied workload.
- The ability to create and interpret spreadsheets or reports from accounting software to support planning of work and reporting.
- Able to understand the challenges and dynamics of working in a small voluntary organisation. (desirable)
- Knowledge of charity governance, reporting requirements and legal compliance. (desirable)
- Knowledge of HR and employment law. (desirable)

Personal Attributes

- A thoughtful, personal Christian faith.
- Highly motivated with an ability to work on own initiative and work proactively in key areas of responsibility.
- A willingness to work flexibly and collaboratively as part of a small team.
- A willingness to work some irregular hours, including evenings, weekends and possible overnight stays.
- Sensitive toward people of all Christian traditions, those of other faiths and those of no faith.
- A commitment to SCM's aims and values, including the ability to work inclusively with people regardless of age, disability, denomination, gender, ethnicity, sexual orientation, socio-economic background or belief.
- Committed to the safeguarding of children and adults at risk of harm.

Safeguarding and Safer Recruitment

The Student Christian Movement is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

Any job offer will be subject to the completion of safer recruitment processes including a Basic DBS check.

HOW TO APPLY

For an informal conversation about this role please contact Naomi Nixon, CEO, by emailing naomi@movement.org.uk

If you wish to apply, please download an application form from our website at www.movement.org.uk/vacancies

Applications should be submitted electronically **in Word format** by email to applications@movement.org.uk before the closing date and time. CVs will not be accepted.

Closing date for applications:

Thursday 7th August at 12 noon

Interviews to be held:

Thursday 14th August

Start date:

September or as soon as possible thereafter



The Student Christian Movement is a registered charity in England and Wales, number 1125640, and in Scotland, number SC048506.