

# Team Administrator

## Job Description and Person Specification

**Salary:** £27,000 p.a. pro rata

**Contracted Hours:** 20 hours per week (0.5 FTE)

**Contract Type:** 1-year fixed term

### Role Summary

The Team Administrator proactively supports the day-to-day administration of activities and projects, including financial administration and diary management. The role requires an individual with strong administration and data management skills, an excellent communicator, and the ability to manage a varied workload.

John Wesley's New Room operates with a small team. All are expected to work flexibly and occasionally cover for each other when required with tasks such as welcoming and helping visitors and volunteers who require assistance, providing a high level of care and attention at all times.

### Key Tasks and Responsibilities

- Administrative tasks, including responding to general enquiries, record keeping, scheduling bookings in discussion with the team, and providing administrative support to ensure compliance with legislation such as safeguarding.
- Maintaining the bookings diary, liaising with the catering team, museum guides and wider staff regarding tour group and venue hire requirements.
- Providing general office management including management of the office diary, ordering office supplies and liaising with office suppliers.
- Assisting the staff team with administration and marketing support for the community choir, family programme, museum exhibitions, events and the wider museum commercial offer.
- Supporting the Director with timely and accurate administration of HR processes including recruitment, references, DBS checks, on-boarding, and record keeping.
- Supporting the team on museum accreditation documentation and maintaining museum procedural documents and policies.
- Acting as secretary to committee meetings, preparing and distributing papers in advance, taking minutes, and playing a key role in the coordination and communication of all parties involved.
- Assisting the Finance Officer with day-to-day financial administration, including expense claims, cash-up, processing invoices, petty cash, and banking.
- Processing gift aid forms and donations in consultation with the Finance Officer.

- Maintaining the Friends of John Wesley's New Room membership database, ensuring it is up to date and accurate, processing membership renewals, and coordinating communications and bi-annual mailings.
- Reviewing the efficiency of existing systems and where appropriate setting up new administrative systems to better support the work of the museum.
- Upholding and complying with John Wesley's New Room policies and procedures including (but not limited to) Health and Safety, GDPR and Data Protection, Safeguarding, and Equality and Diversity.
- Carrying out other such duties as reasonably required by line manager and consistent with the grade of the post.

## **Person Specification**

### Essential

- Previous experience of working in a similar administration role.
- Excellent verbal and communication skills.
- Eye for detail.
- Proactive and ability to act on own initiative when appropriate.
- Good time management and organisational skills.
- Enjoy working as part of a small team.
- Ability to deal with competing priorities.
- Confident in use of Microsoft Office package, including Outlook, Word & Excel.
- Sympathetic to the ethos and values of the Methodist Church and John Wesley's New Room.

### Desirable

- Experience of admin in a heritage or faith setting.
- Experience working with volunteers.
- Experience in customer service.
- Experience using digital platforms such as MailChimp for managing mailing lists and WordPress for updating the website (or similar).