

JOB DESCRIPTION

Team Administrator

Reporting to:	Head of Conferences & Equipping/Head of Student Ministries
Department:	CMF Field Team
Location:	CMF's London Office with some hybrid working. Some evenings, weekends and occasional travel involved.
Contract Type:	Part time, 3 or 4 days per week
Salary:	£16,226.41-£18,660.37 (3 days per week), £21,625.22-£24,880.49 (4 days per week), Depending on Experience.

Role Purpose

To help CMF achieve its aims through administration, and supporting the office, networks, and events functions.

Key Accountabilities

- Attend CMF events as required; including major national conferences, day conferences in London, online events, and sometimes regional events within the UK and Ireland.
- Work with relevant staff and external agencies to publicise and promote events.
- Work with all staff to ensure consistency of events.
- Handling routine correspondence for the Field Team Leaders.
- Support of relevant committees including Juniors, Nurses & Midwives Advisory Group and National Student Council; taking minutes at meetings.
- Administration of Welcome Scheme matching newly qualified doctors, nurses and midwives with graduate welcomers.
- Administratively support student volunteers running groups in medical, nursing and midwifery schools and maintain accurate lists of these.
- Administration for various smaller-scale CMF events.
- Support of CMF's Training Tracks and Equipping ministry, including liaison with volunteers and administration of CMF's Learning Platform.
- Support and assist the Events and Networks Coordinator with events as required.
- Learn from and be able to cross-cover the Events and Networks Coordinator.
- Office duties including general phone answering, receiving, and hosting visitors, setting up for hybrid meetings and morning prayers, opening post, assisting with external events and supporting the wider team as necessary.
- Maintenance of student WhatsApp Community along with field staff.
- Covering for other staff during periods of leave.
- An active member of CMF's internal Support Staff team.
- Contributing to the life of the staff team, including active participation in daily staff prayers.
- Any other reasonable projects or ad-hoc duties

Skills, Experience and Qualifications

Essential

- **Events:** Willingness to learn events management.
- **Administration:** A heart to serve others through administration. Able to juggle competing requests and priorities, and respond quickly to challenges.
- **Communication:** Excellent interpersonal and communication skills, and ability to work effectively at all levels in a collaborative team environment. High level of written English; able to write accurately and observe house style.
- **Influencing and negotiating:** Clear and persuasive in written and oral communication with staff and suppliers at all levels. Uses different approaches intelligently. Prepares carefully for key meetings.
- **Analytical and organised:** Excellent organisational skills. Able to set priorities in a busy workload of competing time demands and monitor targets. Able to use own initiative to balance demands of different parts of the job.
- **Managing resources:** Ensures that resources are used appropriately and not wastefully, manages resources in the most cost-effective manner. Ensures that events and projects keep within budget.
- **IT:** Able to demonstrate strong Microsoft Office skills, the ability to use social media, design some publicity e.g. using Canva, use project management software and interact with database and email clients e.g. Mailchimp (training will be given where required). Able to cope happily with software environment change.
- **Working relationships:** Proactive, resourceful and takes initiative. Encourages cooperation and exchange of information between team members. Able to exercise appropriate problem-solving skills and diplomacy.

Desirable

- **Creativity and resourcefulness:** Is motivated to work around and through problems and obstacles to achieve prioritised objectives, is resourceful and imaginative in finding effective solutions.
- **Acquiring and applying new skills:** Has expertise in own work area and uses potential to the full, shares knowledge, ideas and experience with the rest of the organisation.
- **Gathering data/generating reports:** Is a guardian of the quality and relevance of any data relating to his/her department, presents data in an accessible and cogent manner, uses data to make well-reasoned cases.
- **Writing minutes:** Experience of taking minutes in meetings.

Christian Ministry

- Under the 2010 Equality Act, schedule 9, there is an Occupational Requirement for all employees and volunteers to be practising Christians.
- A committed evangelical Christian with a strong biblical foundation; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others.