

# DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

## ROLE DESCRIPTION

### The Posbury St Francis Trust Administrator

| <b>DETAILS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Role Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Posbury St Francis Trust Administrator                |
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | Mission and Ministry                                      |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | Director of Mission and Ministry<br>Chair to the Trustees |
| <b>Contract Type</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | Service Level Agreement<br>4 weeks notice period          |
| <b>Hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20 hours per month                                        |
| <b>Normal Place of Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | The Old Deanery, Exeter                                   |
| <b>Responsible for</b>                                                                                                                                                                                                                                                                                                                                                                                                                               | n/a                                                       |
| <b>Date of Issue</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | July 2024                                                 |
| <b>NATURE OF WORK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                           |
| <b>Role Purpose:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |
| The Administrator is responsible for the administration of the Trust, receiving and responding to enquiries by post, email, and telephone                                                                                                                                                                                                                                                                                                            |                                                           |
| <b>Key Aspects of Role:</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           |
| <ol style="list-style-type: none"> <li>1. Preparing, in consultation with the Chair and Standing Committee, Agendas and papers for Trustees meetings</li> <li>2. Attending Trustees meetings, taking and distributing minutes</li> <li>3. Invoicing guests for property bookings and maintaining the Invoice Register</li> <li>4. Liaison with the Treasurer over Invoices received ensuring prompt payments to suppliers and contractors</li> </ol> |                                                           |



5. In liaison with the Web Master ensuring that the Trust's website is up to date, informative and interesting
6. Dealing with enquiries and bookings for the Trust's Properties at The Haven, Porthcurno, Cornwall; and The Tractor Shed, Posbury, and liaising with the Housekeeping/Caretaking Services
7. Responding to enquiries for Grant applications
8. Preparing Grant Applications received for the Grants Sub Committee
9. Liaising with the Vice Chair as Chair of the Grants subcommittee, preparing the agenda and papers for the meeting; taking and distributing minutes; responding to applicants once the Trustees have approved the recommendations of the sub committee
10. Responsibility for arranging meetings, booking venues, and providing refreshments
11. Attending any subcommittee or working party and providing support for the preparation and distribution of agendas, papers; taking and distributing minutes
12. Carefully keeping and storing minutes, archival and relevant papers both electronically and, where appropriate, in hard copy
13. Attending to other administrative duties which may arise

## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

|                                    | <b>Essential</b>                                                                                                                                                                        | <b>Desirable</b>                                                                                                  |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and Training</b> | Training or experience giving confidence in Word, Outlook, Excel, Teams                                                                                                                 | Relevant qualifications in administration                                                                         |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• taking minutes</li> <li>• writing reports</li> <li>• responding to enquiries courteously</li> <li>• working to a budget</li> </ul>             | <ul style="list-style-type: none"> <li>• recording income and expenditure</li> <li>• handling invoices</li> </ul> |
| <b>Technical</b>                   | <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to apply GDPR requirements</li> </ul>                                                       |                                                                                                                   |
| <b>General Requirements</b>        | <ul style="list-style-type: none"> <li>• Clear communication</li> <li>• Good time management</li> <li>• Ability to ask for help when needed</li> </ul>                                  |                                                                                                                   |
| <b>Personal Requirements</b>       | <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Ability to remain calm under pressure</li> <li>• Collaborative</li> <li>• Ability to show initiative</li> </ul> |                                                                                                                   |