

Association Administrator Profile



Role Title: Association Administrator
Line Manager: Regional Minister Team Leader
Accountable to: SWBA Trustees

The Purpose of the Appointment:

The Association Administrator will be appointed to serve member churches and local leaders throughout the South Wales Baptist Association with the aim of encouraging the building and development of healthy churches and to enable them to make Jesus known in their community, Wales and the world.

Within this overall brief and as a member of the Regional Team, the Association Administrator is responsible for ensuring that the SWBA Office functions efficiently and delivers the administrative support required for the Association to engage in mission and achieve its goals. He/She will be the primary interface with the churches in the Association for administrative matters.

The equivalent of a full-time Administrator Post is available. Applications are invited from those seeking a full or part-time role; a job share is a possibility. Remuneration is currently £22,750 per annum.

Based at the Association Office (54 Richmond Road, Roath, Cardiff). This role is to be accomplished within a 37.5 hour week and requires a degree of flexibility in working hours and times, including some evening and weekend working. This will mean sometimes being away from the office to visit churches or attend meetings and occasionally being away overnight. We believe that a flexible working pattern is possible for the role, subject to your ability to adapt as needed to meet church and Association requirements.

The post-holder may need to work in the office alone and should be comfortable with the responsibility to open and secure the premises.

25 days annual leave is granted along with statutory bank holidays. The office is closed between Christmas and New Year - time taken off during this period is not deducted from annual leave entitlement.

This is a salaried position, staff are paid monthly by direct credit transfer. The Baptist Union offers a staff pension scheme, which the successful applicant will be eligible to join. Alternative private pension arrangements will be considered.

Guidance

Reporting to the Regional Team Leader of the Association and working with the Regional Ministers and the Moderator, the jobholder will need to make decisions regarding administration matters, recruiting and delegating volunteers as appropriate. The jobholder will be expected to take initiative ensuring the office operates efficiently and resources are used effectively.

Key Tasks and Responsibilities:

To work as directed by the Regional Minister Team Leader and the Board of Trustees to ensure that the following tasks are achieved:

- Be the first point of contact for enquiries to the Association, via phone and email. Receiving and delivering post, offering advice and information, and responding to all with appropriate sensitivity.
- Undertake administrative support for the Regional Ministers.
This includes:-
 - Promoting and administering events across the Association.
 - The administration of Ministerial Recognition Procedures.
 - Undertaking DBS checks as an approved DBS Verifier.
 - The administration of Home Mission Grant Applications.
 - The administration of Home Mission Giving and Subscriptions.
 - Promoting Home Mission giving by encouraging churches to give in efficient ways (i.e. by SO & bank transfers)
 - Attending and administrating Team meetings.
 - Taking notes during interviews when investigations are carried out.
- Develop & maintain effective channels of communication and publicity.
This includes:-
 - Maintaining and overseeing the Association's website.
 - Regular communication with the Association churches and ministers.
 - Maintaining accurate contact details of people within Association churches and link organisations, and liaising with BUGB and BUW in their annual returns processes.
 - Editing the database.
 - Production and distribution of an annual directory.
 - Developing the use of social media
 - Liaising with BUGB, BUW, other Associations, CYTUN and other organisations.
- Deal with the administration of various meetings especially the regular Trustees and Council meetings, along with other occasional Committees.
This includes:-
 - Liaising with Board members and committee members.
 - Producing, collating and distributing relevant papers (eg. agenda, minutes, application forms and references)
 - Arranging venues and attend meetings as minute-taker and co-ordinator.
- Ensure the safe and accurate handling of monies received and paid.
This includes:-
 - Receiving & banking money
 - Maintaining accurate records (i.e. spreadsheet data)
 - Analysing data to produce updates to Regional Ministers and Trustees.
 - Liaising with BUGB staff to ensure data is accurate
- Act as Company Secretary for the Association, ensuring compliance to company and charity law.
This includes:-

- The timely completion of annual returns forms to both Companies House and the Charity Commission.
 - Updating both bodies when changes occur within the Board of Directors.
 - Continually assessing the operational risks inherent in the charity by addressing any areas of concern in conjunction with line management, staffing group and trustees.
 - Making certain that there is someone in the Association (staff member or trustee) who is responsible for ensuring that the Association meets its statutory requirements with regard to the safeguarding of Children and Adults at Risk, Health and Safety and Equal Opportunities.
- Give attention to personal development.
This includes:-
 - Supporting lifelong learning through appropriate training and coaching.
 - Attendance at suitable training events / courses.
 - Development of best practice for self and volunteers.
 - Undertake any other work as directed by the Regional Team.

Person Specification:

Knowledge, Experience and Skills required:

Essential

- A good general education to A level or equivalent, with G.C.S.E.s in English Language and Maths.
- Ability to communicate in writing and verbally in a sensitive and positive way to staff, churches, trustees, Association teams and professional advisors.
- Be committed to the ethos, aims and working practices of the SWBA and BUGB.
- In Consultation with the Regional Ministers or Moderator, have the ability to troubleshoot and resolve problems
- Be IT literate and possess good keyboard skills.
- Ability to communicate creatively and imaginatively through the Association website, email and via social media.

Desirable

- Relevant office experience.
- A working knowledge of Baptist Structures.
- An understanding of the churches of the Association and associated bodies.
- A proven ability to line-manage volunteer staff effectively.
- An understanding of charity and company law.
- Experience of Human Resources Management.
- Experience in using Microsoft Word, Excel, PowerPoint, databases, Wordpress, MailChimp, setting up and maintaining websites.
- Experience of working with voluntary bodies.
- Good communication skills especially in the arena of Social Media.

- Be aware of relevant legislation affecting office work (ie Health and Safety, Manual Handling) and companies (i.e. Equal Opportunity, Discrimination).

Personal Qualities

- Be able to work collaboratively and build trust with Ministers, staff colleagues (both regionally and nationally), staff in Baptist Colleges, representatives of other denominations and the Churches.
- Be able to work comfortably within the full range of churches in the Association.
- Be able to work as a member of a team.
- Be able to think clearly, taking and delivering agreed initiatives and processes.
- Be able to work in a well-organised way, capable of discerning priorities, managing workloads and projects effectively.
- Act at all times with honesty and integrity.
- Be able to work flexible hours occasionally as required.
- Have a good sense of humour.

The South Wales Baptist Association is part of the Baptist Union of Great Britain, which is a denominational body for more than 2000 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.

Flexibility Statement

This Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. It is intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the job holder.

Appraisal

The post holder will be expected to participate in a Staff Performance Appraisal and Training Programme, in consultation with the Team Leader. The yearly appraisal will be undertaken by the Association's Moderator and the Team Leader.



Application and interview arrangements

To apply

If you would like to be considered for this role, please complete the relevant application form which can be found on our website, <http://southwalesba.org.uk/jobs/association-administrator>

Please send the completed application form together with a covering letter to:
Revd Susan Stevenson, susan@swbabugb.org.uk

The closing date for applications is Friday 26th October

Shortlisting, Interview and decision arrangements

Shortlisting will take place during the week commencing 5th November and all applicants will be notified of the outcome as soon as possible.

Interviews will take place on Friday 16th November at the South Wales Baptist College, 54 Richmond Road, Roath, Cardiff, CF24 3UR.

The Interview panel will take time to prayerfully consider all those individuals who come for interview, and will reach a decision by the following day. However that decision will need to be ratified by the Board of Trustees. We will speak to the candidate(s) to whom we wish to offer the role in the first instance, and will then speak to the remaining candidates.

We will take up references for the successful candidate(s) as well as carrying out all relevant pre-employment checks with them. This will be done as quickly as possible so that individuals have confirmation of their appointment.

More information

We welcome any conversation with you prior to your application if you feel this would be helpful to understand the role or your suitability for it. To talk to us, please contact either of: Rev Susan Stevenson 07538 937565 or Tricia Wiltshire 07831 701161.

South Wales Baptist Association Vision Statement

'Working together to encourage the building and development of healthy churches and to enable them to make Jesus known in their community, Wales and the world.'

Mission Statement

The life and work of the Association is to be directed by the God and Father of our Lord Jesus Christ in the power of the Holy Spirit and is anticipated, discovered and worked out through *Prayer*.

The Association is the churches. The life and work of the Association finds its expression through the churches working together as we *Partner* with the Baptist Unions and Colleges and BMS World Mission and with other denominations and networks, bodies and organisations.

In our calling to *Prepare* God's people for works of service we encourage a culture of active missional discipleship to identify and equip all God's people.

Values Statement

This is taken from the Baptist Union Clarity Document March 2016

F **Follow Jesus and 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)

A **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)

I **Inspire others** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)

T **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. (1 Corinthians 12:24b-27)

H **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)

Strategic Objectives

- Revitalise the common mission
- Renew a sense of belonging
- Release resources for mission

Partnerships

The South Wales Baptist Association is in partnership with the Associations of South West, West of England and Southern Counties forming the South and West Baptist Partnership. We jointly run a residential Ministerial Selection Conference twice a year; practise mutual accountability for grant awards and under the banner of 'Seventy-Two' we want to be a catalyst for missional movement, across our regions, through Baptist networks by igniting mission, inspiring discipleship and infusing culture.

We also enjoy a longstanding partnership with Baptist Union of Wales: holding an annual ministers conference; an annual joint assembly and seeking to do as much as we possibly can together as Baptists in Wales. The boundaries continue to blur as we work together throughout Wales.

Our wider partnerships in Wales include Cytûn (Churches Together in Wales), Evangelical Alliance Cymru, New Wine Cymru and WalesWide.

Journey to this point

The trustees of the Association recognised that in moving forward mission needs to be at the heart all we seek to do, that aspiring to be a movement on mission means that the Association Regional Minister Team Leader (RMTL) needs to be Leader in mission. They recognised and affirmed the current Team Leader's gifting and passion, which led to the move to reconfigure the RMTL role to reflect a high level of missional responsibility. In order to make this possible the decision was taken to increase the Regional Minister Team from two full time equivalent posts to three full time equivalent posts.

Revd Susan Stevenson, Revd Tim Daniel and Revd Carl Gidney commenced their posts as Regional Ministers of the Association at the end of September 2016 joining the Team Leader Revd Nick Bradshaw.

The current holder of the Association Administrator post is leaving in October 2018 and therefore the Association is seeking to appoint the equivalent of a full time administrator to serve the churches within the Association.

Background detail

The South Wales Baptist Association is a Company limited by Guarantee and a Registered Charity which brings together 140 churches, a couple of emerging missional communities and the South Wales Baptist College. The Association stretches from the Severn Bridge to Broad Haven and up to Brecon. The churches are found all along the M4 corridor, throughout the valleys and within rural Monmouthshire and a few in rural Pembrokeshire. We are not the only Baptists in Wales however! An accident of missional activity in Wales at the beginnings of the Baptist cause has resulted in churches in membership of the Baptist Union of Great Britain (of which we are one of 13 Associations throughout the UK) and churches in membership of the Baptist Union of Wales, numbering

approximately 400. Of these there are approximately 70 churches that have dual membership with BUGB but principally relate to their BUW Associations and Union.

The Association is supported by a full time Association Administrator, who is based at the Association office which is situated within the South Wales Baptist College building, 54 Richmond Road, Roath, Cardiff CF24 3UR.

The Association elects a Board of Trustees that has a responsibility to oversee the work of the Association.