



ADMINISTRATOR FOR 2:19 TEACH TO REACH

2:19 Teach to Reach is a small charitable organisation which supports local churches in their engagement with the international communities around them. This is primarily through establishing and developing conversational English language classes and providing professional development and training. 2:19 also invest in workshops and seminars for churches wishing to become more adept in cross cultural intelligence.

This job specification covers all aspects of the work required although not all of these tasks are required as regularly as one another and the weekly working hours reflect this.

We're seeking a reliable, self-motivated and enthusiastic Administrator to oversee and manage the growing needs of the 2:19 team.

We offer a competitive salary, 5.6 weeks holiday per year including Bank Holidays (pro rata) a pension plan, and professional development opportunities.

THE PERSON APPOINTED WILL

- run the central office which provides services and support to the whole organisation
- maintain the administrative infrastructure and procedures to support the rest of the team
- support, promote and help to run external events

OCCUPATIONAL REQUIREMENT

There is an occupational requirement that the post-holder is an Evangelical Christian. The Equality Act 2010 applies. The postholder will be in agreement with, hold to and live out the theological position, aims and objectives as outlined in the statement of faith on the 2:19 website.

MAIN RESPONSIBILITIES

Central office management

This includes:

- Overseeing day to day activities of the charity (i.e. making sure that enquiries are filtered through to the appropriate person in the team depending on the content) and assisting colleagues by providing/researching data they might require, facilitating Zoom meetings, setting up training and ordering materials needed for their role etc
- Managing phone calls, emails and renewing administrative policies such as Norton, Broadband etc



- Posting orders that come through the website
- Maintaining stock of office supplies and equipment
- Creating and updating records and databases relating to stock and performance indicators (how many books sold/which ones)

Bookkeeping and finance

This includes:

- Maintaining a database of donor and supporters
- Maintaining bookkeeping by recording receipts, PayPal and sales (currently using ExpensePlus)
- Creating basic budgets requirements for events
- Support the Directors in research and presentation of fundraising proposals

Charity administration

This includes:

- Recording annual leave and absences of team members on their HR records
- Creating agendas, writing minutes, arranging travel and arranging appointments for the trustees, the team, and committees as directed
- Preparation of Charity Commission papers with the support of the CEO
- Researching and supporting preparation of fundraising applications for the charity
- Running the technical aspects for Zoom training sessions where required
- Adopting and encouraging a positive work environment and culture for all employees

Events management

This includes working with the team on logistics for the English Teaching and Outreach Forum (approx every 18m), for example:

- Researching venues, suppliers and contractors
- Liaising with sales and marketing and other team members (or external clients) as appropriate to publicise and promote an event
- Provide the Social Media and Website Manager with all necessary information so that it can be posted in the correct places for people to access
- Making sure that insurance, legal, health and safety obligations are followed
- Managing pre-event planning and admin eg preparing delegate packs
- Organising facilities for car parking, traffic control, security, first aid and hospitality
- Liaising with guest speakers to establish IT and other requirements necessary for the day
- Handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly and to budget
- Overseeing the dismantling and removal of the event and clear the venue efficiently
- Compiling post-event evaluation to inform future events



SKILLS AND QUALIFICATIONS

Skills

The successful candidate will:

- Possess excellent organisational and administrative skills
- Some experience of running events
- Flexibility to thrive in a diverse team and growing environment
- Have good communication and interpersonal skills, diplomacy and tact
- Be familiar and competent with Microsoft Office Suite and familiar with other systems
- Navigate and understand basic websites
- Be familiar with Zoom and Teams and their basic functions
- Be familiar with basic bookkeeping systems
- Able to use Google to find and acquire appropriate information
- Able to prepare PowerPoint presentations and proposals as assigned

Qualifications and experience

- Education to at least A Level, with professional certification in administration or events management desirable
- Proven experience as an office assistant or similar

CONDITIONS

Work normal office hours (12 hour per week) over three mornings (preferably) per week. Some flexibility may be required around how and when those hours are worked around specific events

LOCATION: West Midlands (B16), with some UK travel

START DATE: July 2024

PAY: £24,150 gross pay (pro rata)

PROBATION: There will be a probation period of six months

EXPECTED TERM: Providing annual reviews are satisfactory, this will be a two year fixed term contract.

REPORTING TO: 2:19 Directors, specifically, Maura Baldwin will have oversight of this contract. See attached organisational chart.

WHAT TO EXPECT

Although the work is largely office-based you'll need to travel for some meetings and events. All equipment and travel costs necessary for the job will be provided.