



Job Description Blackley Centre Administrator

The Blackley Centre is a Christian charity which works mainly with churches, other faith communities, inter faith organisations and charities to provide training, mediation and inter faith activities to transform conflict and work for good relations and peace. The Centre is a place for peace and welcomes people and groups for mediation, training, retreats, inter faith activities and those who rent our facilities. The Centre is co-located with its main partner, Blackley Baptist Church in a beautiful location in the village of Blackley, West Yorkshire, not far from junction 24 of the M62.

Our work focusses on:

- High quality training through day courses, online training and workshops
- Mediation and support for individuals, churches and organisations where tensions are high
- Coaching and consultancy
- Inter faith encounters, activities and projects
- Welcoming and serving guests to the Centre

To support this work we are seeking a high quality and enthusiastic person for the role of Administrator

Job Title	Blackley Centre Administrator
Reporting to	The two Directors
Location	The Blackley Centre office HX5 0TD Home working will only be required in the event of lockdowns. A computer and printer will be provided.
Hours	15 hours per week during the day, usually between Monday and Friday, but with flexibility for some weekend working by prior arrangement. The pattern of working to be agreed.
Salary	£7800, (£19,500 per annum pro rata)
Probationary Period	3 months
Contract	1 year as subject to funding (renewable)
References	References will be requested. Please supply two – one from work (where employed) and one personal

ROLE SPECIFICATION

The role has the following main responsibilities:

Training and Events Admin

- Prepare training and support materials as required by the Directors
- Manage event bookings through Eventbrite and by email
- Arrange printing of course material
- Welcome and sign in guests and participants

General Admin

- Provide a welcoming, helpful and hospitable first point of contact with the Centre
- Manage email and telephone enquiries ensuring they get picked up and dealt with by the appropriate person
- Liaise with IT and Communications volunteer(s)
- Provide appropriate administrative support for enquiries
- Compile, send and monitor invoices and payments.
- Minute meetings as required
- Support the Directors in their Centre work

Marketing and Communication

- Manage communications with supporters and customers via MailChimp
- Liaise with Communications volunteer(s) to assist with social media content to maximise exposure of the Blackley Centre and its services and events.
- Liaise with Communications volunteer(s) to ensure the website content is up to date
- Anything else requested that is appropriate

PERSON SPECIFICATION

Essential requirements

Education and Experience

1. Good standard of general education.

Skills and aptitudes

1. Excellent communication and interpersonal skills, able to warmly welcome Centre guests.
2. Excellent computer skills and ability to pick up new software quickly.
3. Experience and proficiency in social media.
4. High standard of written English.

Personal qualities

1. Enthusiastic, hard-working person, able to work on their own and to be part of a team.
2. Highly organised with a good eye for detail.
3. Shows initiative and creativity within their remit and be adaptable to the needs of a small team engaged in varied work.
4. Enthusiastic about using social media and similar forms of networking to promote the organisation and for publicity.
5. Sympathetic to the aims and ethos of the organisation.

Desirable requirements

1. Experience of working in a charity environment.
2. In sympathy with values of faith and belief.