

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The National Society for Education (NSE) is both an NCI and a Royal-charter charity. It's aims are to support Church schools and the wider education sector by developing leaders, shaping policy and growing faith. The NSE leads the Church of England's national work in education in partnership with 41 Diocesan Boards of Education and approximately 4,700 Church of England schools. We also support the national education work of the Church in Wales, which includes around 150 schools. Our presence extends to work with community schools and academy trusts, as well as higher and further education through numerous chaplaincies, providing spiritual support and guidance to children and young people, and to adults. Our vision is to see children and young people supported by an education system that puts human flourishing at it's centre.

The Administration Officer will be working across two teams. The majority of the work will be in the Operations Team supporting the Governance Officer with work on procurement, contracts, governance and data protection. There will also be a few hours each week dedicated to supporting the Curriculum and Inclusion team in their work.

This role is a fixed term contract to cover the role while the substantive post-holder is seconded to another project.

What you'll be doing

MAIN DUTIES AND RESPONSIBILITIES

1. Providing proactive support with the management of open contracts that the National Society holds.
 - a. Completing IR35 assessments for sole contractors
 - b. Sending and monitoring procurement forms
 - c. Processing contract request forms and setting up contracts
 - d. Sending contracts for signing
 - e. Maintaining the contract tracker
 - f. Liaising with Finance regarding new contracts and new suppliers, including supporting the setup of suppliers on Xledger
2. Proactively support staff with diary management, ensuring key events are in calendars ahead of time and flagging up, as well as resolving calendar conflicts.
3. Support with events delivery
 - a. Adding events to Eventbrite and monitoring registrations
 - b. Managing room bookings
 - c. Ordering catering and confirming dietary requirements
4. Support with minuting meetings and other governance work.
5. Create and manage online forms.
6. Support with creation and maintenance of Office Manual.
7. Support with responding to queries and managing joint email inboxes, including responding to some queries and distributing or escalating other emails to the appropriate teams and people.
8. Coordinating whole team huddles each week.
9. Sending e-cards to colleagues for birthdays.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Skills/Aptitudes:

- Accurate keyboard skills
- Competent at carrying out numerical checks and calculations
- Ability to deal with a variety of people at different levels both internally and externally
- Ability to find information to support problem solving
- A willingness to undertake appropriate training
- Awareness of timeliness, accuracy in providing quality service
- Ability to work to deadlines
- Fully participate in team activities, supporting other team members as necessary
- Must have flexibility and a capacity to work in a changing environment
- Effective oral communication using telephone
- Excellent customer skills, understanding customer needs and identifying solutions
- Ability to prioritise between multiple demands from different teams

Knowledge/Experience:

- Experience of Microsoft office products and use of the internet.
- Experience of appropriate data manipulation and handling techniques e.g. pivot tables and queries
- Knowledge of data collection
- Knowledge of data quality and demonstrated ability to monitor quality
- Proven experience of providing data, analysis and interpretation to meet customer requirements

Personal Attributes:

- Strong organisational skills
- Approachable
- Ability to work independently in a remote team

Circumstances

Whilst this is a remote role, the post-holder will need to travel on occasion. This could be for NSE Team Days, NSE Residential (one overnight stay in the Autumn each year), Operations Team Days, other events such as the National Conference. It is anticipated that there will be approximately 12 travel days per year, although this will vary.

Vacancy Summary

JOB TITLE:	Administration Officer
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 6 Standard Point
SALARY:	£34,801
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote
HYBRID WORK ARRANGEMENTS:	Not hybrid.
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – 31 December 2026
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8100787
COST CODE:	70320
PARENT POSITION:	Governance Officer