

# **CATHOLIC UNION ADMINISTRATOR & MEMBERSHIP SECRETARY**

## **JOB DESCRIPTION**

### **INTRODUCTION**

The new role of Administrator & Membership Secretary consists of two principal areas of responsibility.

#### **Administrator of the Catholic Union of Great Britain (CUGB) & Catholic Union Charitable Trust (CUCT) [60%]**

The Administrator will manage the Catholic Union's offices, manage communications and provide comprehensive administrative support for the CUGB and CUCT.

#### **Membership Secretary of the Catholic Union of Great Britain (CUGB) [40%]**

The Membership Secretary will organise and managing membership record keeping, develop a strategy for rapid membership growth and organise effective recruitment activities.

The role will be based at the Catholic Union's offices located in London W12. It is envisaged that this post will be supported by an Administrative Assistant in order to ensure that there is a presence at the offices each weekday morning.

### **KEY RESPONSIBILITIES**

#### **Organisational & Administrative**

1. To be present in the Catholic Union's Offices from 9.30am until 1.30pm on Mondays to Fridays and approximately six evening meetings of the CUGB Council, the Trustees of the CUCT and sub-committees in other locations.
2. To operate an efficient and effective office system and environment for the support of the work of the Catholic Union.
3. To provide administrative support for the Director, the CUGB Council and CUCT Trustees.
4. To assist the CUGB Secretary with maintaining details of the membership of CUGB Council and its Committees and communicate with these as necessary.
5. To answer the telephone in a warm and efficient manner, ensuring that all messages taken are clearly recorded and passed on promptly.
6. To deal with telephone, email and postal enquires and correspondence.
7. To co-ordinate the organising of CUGB and CUCT events.
8. To manage all stationery and consumables ordering and supplies, ensuring that the Catholic Union is getting best value for money.
9. To ensure all office equipment is kept operational, organising repair as needed.
10. To be responsible for both first aid and health and safety within the office.

## **Communications**

11. To prepare, edit and produce regular newsletters and other electronic communications.
12. To organise the printing, copying and dispatch of postal mailings to the membership.
13. To update and maintain the CUGB and CUCT websites.
14. To assist with the organisation, communication and operation of the CUGB AGM, the Annual Report and the Summer Gathering.
15. To liaise with Catholic and other organisations as necessary.
16. To act as minute-taker as necessary at meetings of the CUGB Council, CUCT Trustees and sub-committees.
17. To issue notices convening these CUGB meetings.

## **Membership Management & Recruitment**

18. To maintain excellent paper and electronic filing and record-keeping.
19. To maintain the CUGB membership database.
20. To manage the monitoring of subscription and appeal revenues for CUGB and CUCT.
21. To plan and maintain a CUGB membership recruitment strategy and activities.

## **Financial**

22. To support the CUGB and CUCT Treasurers as necessary.
23. To operate a basic bookkeeping system for routine income and expenditure.
24. To maintain accurate and up to date accounts as required by both the CUGB and CUCT Treasurers.
25. To prepare cheques for signature as required.
26. To undertake banking as required.
27. To review invoices and query/rectify mistakes as required.
28. To pay invoices and other expenditure in a timely manner and file all related documents as required.
29. To negotiate maintenance and utility contracts and provide meter readings as required.
30. To manage the petty cash and maintain a cash book as required.

## **PERSON SPECIFICATION**

### **Required Experience/Knowledge/Skills**

1. Previous secretarial experience in a busy office with fluctuating workloads, where flexibility, good organisational and proficient IT skills are essential – along with accuracy, a high level of attention to detail and a methodical approach.
2. Previous bookkeeping/financial experience. Good numeracy skills and financial awareness.
3. Previous office management experience.
4. A good level of general education, including GCSEs A\*-C in Mathematics and English or equivalent and a good grasp of English grammar.
5. Good working knowledge of current office software such as Outlook, Microsoft Word, Publisher, Excel and website maintenance.
6. Good working knowledge of current office equipment such as printers, copiers and faxes.
7. Good interpersonal and communication skills with the ability to build good relationships with all associates and an excellent telephone manner.
8. A large amount of common sense coupled with the ability to employ good judgment in making decisions when working independently. A high level of self-motivation with a good sense of responsibility and the ability to work independently with minimum supervision.
9. The ability to be discrete and keep information confidential. A high level of integrity.
10. A general understanding of the workings of the Roman Catholic Church in England & Wales.
11. An empathy with the religious nature of the organisation and its objectives.
12. Experience of minute taking.
13. Willingness to work flexible hours with occasional evening and weekend work.
14. Has current permission to work in the UK.