

## **ADMINISTRATOR FOR MEETING OF FRIENDS IN WALES**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

|             |  |
|-------------|--|
| Employer:   | Trustees of Meeting of Friends in Wales  |
| Reports To: | Clerk of Meeting of Friends in Wales   |
| Hours:      | Up to 12 hours a week (48 hours each 4 week period), flexible, some weekend working. |
| Salary:     | £ 24 192 (full time equivalent, £ 7 258 for 12 hours)                                |

#### **JOB DESCRIPTION**

The administrator will be a point of contact for information for and about Friends in Wales, and will provide administrative support for Meeting of Friends in Wales (MFW). The balance of tasks to be allocated will depend on the skills of the individual but will include the following:

#### **Core Tasks**

- Dealing with routine enquiries and answering or re-directing them where necessary.
- Liaison and administrative support for MFW clerks and others appointed to do tasks on behalf of MFW eg. Appointed Subgroups, editor of Calon newsletter, archivist, trustees, website manager, Cytûn representatives
- Preparing final copies, printing and sending out minutes, newsletter, and calling letters and papers for Meetings of MFW and its sub-groups.
- Maintaining an up-to-date addresses and email database for meeting contacts, and appointments, working with area meeting(AM) contact list editors in selectively distributing books of members from the 4 associated AMs
- Maintaining accurate records including archive of minutes, annual reports, letters and emails, newsletters, and copies of insurance certificates
- Practical arrangements for meetings, including online meetings
- Maintaining and updating accurate details on the charity commission website regarding current trustees and annual accounts
- Maintaining stocks of literature, leaflets, posters etc and issuing invoices as required

#### **Additional possible tasks**

- Translation work
- Maintaining MFW website and social media with up-to-date information.
- Joint Stewardship of Zoom video conferencing account – booking meetings, liaising with attendees and assisting clerks with co-hosting where needed.
- Storing and maintaining Exhibition and display material and equipment.
- Other administrative tasks as reasonably required

### Further information.

- The post holder is expected to work flexibly according to the demands of the job, probably from home.
- The work will include some travel to meetings throughout Wales. Attendance at some Meetings of Friends in Wales is encouraged.
- The post holder will be expected to keep a brief record of hours worked and an accurate log of all expenses
- Meeting of Friends in Wales will provide the post holder(s) with all equipment necessary to carry out the role effectively, including for the use of Zoom and other such online platforms.
- You will need to provide confirmation of the right to work in the UK and two satisfactory references.

### PERSON SPECIFICATION

| Experience/ qualifications / skills / knowledge  | Essential | Desirable | Measured / assessed how? |
|--|-----------|-----------|--------------------------|
| Qualifications?  |           |           |                          |
| Computer literate – competent with standard programs, use of databases, social media, websites and online platforms. | X         |           | A R                      |
| A proven administrator in all aspects including clear and accurate record keeping                                    | X         |           | A I Q R                  |
| Excellent organizational skills  | X         |           | A R                      |
| Demonstrates good standards of literacy  | X         |           | A Q                      |
| Good oral and written communication skills   | X         |           | A I R                    |
| Reliable, able to prioritise and work to deadlines   | X         |           | A I R                    |
| Able to work under instruction, independently, and as part of a small team when required                             | X         |           | A I R                    |
| Ability to work flexibly, including some evenings and weekends   | X         |           | A I                      |
| Familiarity, and sympathy with the values of the Religious Society of Friends (Quakers)                              |           | X         | A I                      |
| Ability to communicate in Welsh  |           | X         | A                        |
| Ability to travel all over Wales   | X         |           | A I                      |

### Measured / assessed how? By?

|                           |   |
|---------------------------|---|
| Application letter and cv | A |
| Interview                 | I |
| Qualifications            | Q |
| References                | R |