

June 2019

Dear Applicant

Team Administrator – Development Team

Thank you for your interest in the above post and working within Mothers' Union.

Mothers' Union is a global, women led, volunteer movement. With over four million members in 83 countries, we are united in our diversity and living out our faith, we support individuals and families to transform their lives. Embedded in the Church and community, we have unprecedented reach that gives a voice to the stigmatized and vulnerable around the world.

Mothers' Union is unique within our sphere of development. We walk alongside community groups to help them transform their own lives through education, training and lifelong skills development. We want to help them create or access permanent and sustainable solutions to the problems they face and help them transform from within.

This application pack outlines the responsibilities in this post.

For information on our work, see our latest annual review on our website

https://www.mothersunion.org/sites/default/files/resources/public/Mothers%20Union%20AR%2096%202017%20Web_0.pdf

To apply, please complete the application form and equal opportunities form (optional) describing how your skills and experience match our requirements and what you would bring to the role. You may email your completed application from to jobs@mothersunion.org or by post to Mothers' Union, Mary Sumner House, 24 Tufton Street, London SW1P 3RB.

The closing date for receipt of completed applications is 12th July 2019.

We regret that only shortlisted applicants will be contacted. If you have not heard from us by 26th July 2019, please assume that your application was not shortlisted on this occasion.

Yours sincerely



Dee Babudoh
HR Manager

JOB DESCRIPTION

Title:	Team Administrator–Development Team
Team:	Development
Hours:	35 hours per week
Accountable to:	Senior Development Manager

Job dimensions:

No staff responsibility attached to the post
No expenditure budget attached to the post

About Mothers' Union

Mothers' Union is a membership organisation and our members have been empowering communities to combat poverty, speak up for social justice and improve wellbeing of those around them for more than 140 years.

Family and community are at the heart of all we do, ensuring any change is relevant and lasting. We are proud that through our 4 million members acting as volunteers we are able to understand and support in the region of 1 million people each year, giving them the skills and knowledge to transform their own lives for the better. Founded by the social activist Mary Sumner in the 19th century who championed change, particularly in matters relating to women and family life continues to be part of our DNA. Our Christian values further underpin this commitment to working towards a world that ensures everyone is able to live life in all its fullness and our inclusive approach ensures we work with people of all faiths and none.

We are unusual in that all of the work is undertaken by members in their own communities, making delivery highly cost-effective and sustainable.

How we are organised

Mothers' Union is a Federation of some 600 independent entities worldwide (including 66 Mothers' Union Diocesan charities in Britain and Ireland), affiliated to the central charity, and headquartered in London, which is incorporated under Royal Charter.

The central charity serves 3 distinctive purposes: acting as the secretariat for the worldwide movement and Board; financing and co-ordinating major global development and policy initiatives for the whole movement; providing the secretariat for the members in Britain and Ireland (which in other countries is provided locally).

From small community initiatives to national programmes our aim is to strengthen family life by nurturing relationships that are loving, faithful and respectful.

Each member subscribes to the same values; the moral and ethical codes that are central to the ways in which we operate:

- We are firmly rooted in a voluntary ethos centred on mutual respect and collaboration;
- Our governance, leadership, and programmes are driven by and undertaken through lay members within their own communities worldwide; and
- We work with people of all faiths and none.

The Development Team

The Team

The Development team is responsible for all of the project and programme work of Mothers' Union. It supports Mothers' Union provinces and dioceses within Britain & Ireland and across the world in their project and programme work. It is currently a team of 6, including the Senior Development Manager.

Each area is managed separately with overall leadership currently from the Senior Development Manager:

There are three Regional Development Programme Managers who are each responsible for managing one or a number of the various programmes within Britain & Ireland: Loving for Life, Away from it all (AFIA), a programme that provides short breaks for families, Morden Day slavery, Prisons work, Parenting and UK mobilisation Processes.

The role of the development team worldwide is to build capability and capacity across the regions of the world, so that our members are increasingly able to both fundraise and deliver programmes which are appropriate to the local context, and which follow good governance and development practice. We also co-ordinate a number of core programmes in partnership with the regions, countries, and where appropriate, other international and local partners, to address locally identified priorities. Currently, there are four main programmatic areas: Church Community Mobilisation (Asset Based Community Development); Literacy and Financial Education; Savings and Credit Programmes, and Parenting.

Currently, working with our worldwide members are two Regional Development Coordinators. One is responsible for East and West Africa and the other Coordinator covers the Pacific regions (Australia, New Zealand, Melanesia and Papua New Guinea) and is also responsible for the Provident fund and Grants allocated to some of our members.

There is also a Consultant within the team for the duration of this year who is overseeing our programme and projects in South Sudan, Sudan, Rwanda, Congo, Ethiopia, and Burundi, alongside one of our Regional Development Coordinators.

Job purpose

To provide a full range of administrative and logistical support to the team and PA support to the Senior Development Manager.

Key tasks

- To coordinate travel arrangements for members of the team and others as directed, including ordering foreign currency, flights, hotels, visa applications and other necessary documentation.
- To maintain the Team's trip schedule and record of weekly absences.
- To be responsible for the administration of training events and workshops in the UK and overseas including coordination of booking forms, venue, equipment, visas and travel logistics for participants, staff and facilitators.
- To support the administration related to the Open College Network qualifications associated with Mothers' Union's Parenting Training
- To log the completed risk assessments of staff in the development team.
- To manage an up-to-date record of emergency contact sheets for travelling.

- To assist with producing briefing packs for staff, the Worldwide President and Trustees as required when travelling overseas and in the UK.
- To schedule the Team meetings and take and distribute a record of the meeting.
- To field incoming telephone calls and emails to various mailboxes, directly dealing with routine enquiries where possible and forwarding other queries on to the relevant staff member for action.
- To collate and distribute incoming post.
- To coordinate the distribution of resources and materials related to programmes in Britain and Ireland as required e.g. prisons week leaflets.
- Diary management for the Senior Development Manager and coordinate correspondence and travel logistics.

Processes and Procedures

- To coordinate annual requests for information from members around the world including annual reports (MU Live) and Annual Support Grants.
- To collate and input onto the database, information and data received relating to the project and programme work of the organisation and the Provident Fund.
- To collate quarterly updates from the team on progress made using the RAGS monitoring system and sharing this with other teams as appropriate.

Information sharing

- To support the ongoing development of an online portal/hub for data storing and sharing.
- To support team colleagues in updating the central photo library/resource hub.
- To act as a point of contact for those requesting updates on Mothers' Union's development work, including Mothers' Union members, clergy and members of the public.
- To help gather and compile information needed to contribute to the production of central publications, website content, fact sheets, stories and programme updates such as looking up statistics on the CIA fact book.
- Provide administrative support for internal seminars and workshops to keep colleagues informed on Mothers' Union's development work.
- Development committee. Co-ordinate the travel for the yearly meeting, co-ordinate the online meetings. Disseminate the papers and relevant materials for the development group. Minute and virtual and in person meetings.
- Minute key external meetings.

Personal Characteristics and skills required

- Extensive experience of office administration and/or secretarial work
- Experience of making overseas travel arrangements
- Excellent organisational skills and the ability to multi task and work self-directed and show initiative.
- Excellent written and verbal communication skills, with meticulous attention to detail. Confident minute taker with good proof reading skills
- The ability to maintain accurate records and support systems.
- Ability to relate to and communicate with a wide variety of people, including those from different cultures, and deal with enquiries sympathetically and with discretion in person, by telephone and by e-mail.
- An organised and flexible approach to work, able to work within a changing organisation and respond quickly to changes and/or information required for media plans.
- An understanding of the core values of Mothers' Union and passion for our work.

Education or Qualifications required

- GCSE or equivalent passes in English Language and Maths.

- Fully IT literate in particular Intermediate/Advanced on MS Office packages: Word, Excel, databases, E-mail, the internet and online surveys.

General

- The responsibilities in this post may be adapted or changed in line with the needs of Mothers' Union. Other duties may be added or requested as a result.
- The responsibilities outlined are not an exhaustive list of tasks and the postholder may be asked to undertake other reasonable duties in connection with the work of the team.
- The responsibilities in this post will require the post holder to work within a team and cross functionally with other teams to achieve the objectives.

Key Contacts

- Development Team colleagues and staff in other teams
- Members of the Development Oversight Group
- Mothers' Union Leaders, Mothers' Union members, Community Development Coordinators and senior clergy around the world.

Work Ethos

Integrity lies at the heart of Mothers' Union and in our voice and actions, we aim to be:

- Respected;
- Effective;
- Accessible;
- Clear yet not strident;
- And innovative in approach.

Staff are expected to reflect these core values in their own personal characteristics. Post holders are expected to be able to demonstrate:

1. A level of competence appropriate to the demands of this post.
2. The ability to conduct work in keeping with high professional standards and in accordance with Mothers' Union's Aim, Objectives and Values.
3. A clarity of communication characterised by warmth and openness.
4. A collaborative and constructive style of operating, respecting colleagues and volunteers and their contribution.
5. A broad sympathy with Christian faith

Terms attached to the role

Duration

- Permanent

Time commitment

- 35 hours a week, Monday- Friday. The office is open from 8:30am – 6:30pm and actual working hours will be agreed with the postholder.

Salary Range

- £25,000 - £27,000 per year

Benefits

- Automatic pension enrolment with the option to opt out - contributory pension 3% with Mothers' Union contributing 7%
- 28 annual leave days, including bank and public holidays plus 5 Mothers' Union days. The 5 Mothers' Union holidays are: Maundy Thursday (the day before Good Friday), Christmas Eve, and up to three days between Christmas and New Year depending when Christmas falls during the week.
- Interest free season ticket loan.
- Access to the 24 hr Employee Assistance Programme

Notice period

- One month on either side following the probationary period. The probationary period is three months.
- During the probationary period, the notice period is one week written notice on either side.