

Christian Campaign for Nuclear Disarmament



Mordechai Vanunu House • 162 Holloway Rd, London N7 8DQ • Tel: 07933 136002
Email: christians@cnduk.org • Website: <http://christiancnd.org.uk/>

General information

The Christian Campaign for Nuclear Disarmament is a specialist section of the Campaign for Nuclear Disarmament, with our own membership, finances and a management consisting of the Executive Committee (currently ten people, plus three staff members). The office is based in the CND office at 162 Holloway Road, London N7 8DQ.

Overview of Post

The Office Administrator Position is a part-time post currently set at 10 hours a week, at a rate of pay of £20.65. You will be responsible for a broad range of administrative duties in order to enable Christian CND to carry out its activities. The successful candidate will have experience of finance and communications as well as general office admin, and be able to work well both as part of a team and independently. You will be sympathetic to Christianity with a commitment to peace and justice. Working from home and flexible working are both permitted and encouraged, but it is expected that the office administrator spends time in the office weekly to collect post and work on dispatching newsletters, etc. Christian CND Exec meetings take place outside of regular office hours on a monthly basis, but these are counted towards the working hours of the week. The usual office equipment is provided (computer, printer, photocopier, franking machine etc.).

In return you will receive any training needed as well as a range of benefits including flexible working arrangements, option for some home-working and sick pay.

General Responsibilities

- Respond to internal and external queries, identifying which staff member or member of Exec is best placed to respond as appropriate
- Filing, opening and sorting incoming mail.
- Act as first contact point for inquiries from general public, members, other organisations and media
- Maintain general stationery, printed stationery and other sundry items; ordering and maintaining stock of merchandise for sale
- Maintaining membership records, including organising subscription renewal forms
- Be aware of, and maintain, security for our database and other programs using members' information
- Be an active member of the core staff team, and attend weekly staff meetings.
- Play a constructive part as a full ex officio member of Exec, and take minutes at Exec meetings.
- Work well with the Christian CND Executive committee (board).
- Provide regular reports of your activity to your line manager, and a summary report to CCND Exec meetings.

Communications

- Maintaining the Christian CND website, ensuring material and information is up to date
- Hold the Christian CND office [mobile] phone, answering calls when working
- Contribute to, monitor and review social media channels
- Work with other staff and exec members to oversee production of the newsletter
- Liaise with designers and printers about print publicity

Financial

- Liaise with the Treasurer on Exec and produce income and expenditure figures
- Assist other staff members and Exec members with organisations development as necessary
- Producing sub renewals for members and banking incoming cheques
- Pay incoming invoices and other bills including staff pay
- Basic book-keeping using software; income & expenditure; income from PayPal and GoCardless, keeping a check on incoming standing orders, bank reconciliation

Miscellaneous

- Undertake such other duties as required by Exec and the staff team
- Attend all-CND staff meetings
- Occasionally attending meetings organised by other relevant organisations by mutual agreement
- Make recommendations about improving our systems and practices.

Person Specification

Essential:

- Sympathetic to the aims of Christian CND
- A belief and commitment to peace and disarmament
- Flexible and adaptable
- Highly organised with the ability to take initiative and good time management skills
- Excellent communication skills, both written and oral
- Ability to prepare routine administrative paperwork
- Good attention to detail
- Works well in a team
- Ability to develop, establish, and maintain efficient office work flow and administrative processes
- Good IT skills, particularly with Microsoft Office, Zoom, Google Suite, and a willingness to learn to use new Software.
- Working knowledge of Access databases
- Experience of maintaining social media and wordpress websites
- Educated to A level or equivalent standard.

Desirable:

- Knowledge of the nuclear disarmament landscape amongst Christians in the UK
- Experience using accountancy software
- Experience using Canva
- Degree in a relevant field