

Christian Campaign for Nuclear Disarmament

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ADMINISTRATOR – CHRISTIAN CAMPAIGN FOR NUCLEAR DISARMAMENT

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 (elected volunteers, plus three part-time staff members). The role is based in the CND office (currently 162 Holloway Road, London N7 8DQ) but can be mainly performed at home if preferred.

Christian CND is also exploring the possibility of setting up a Registered Charity at present and the intention is for all paid staff to transfer to the charity if this proceeds.

Overview of Post

The Administrator position is a part-time post currently set at 10 hours a week, with a possible option to increase it at a later date. The 2024 rate of pay is £22.31/hour if based in the London office, or £18.43 if based at home. (*Note, if the higher rate is taken, travel to the office will be at the employee's expense*).

They will be responsible for a broad range of administrative duties 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. They will be sympathetic to Christianity with a commitment to peace and justice.

Working from home and flexible working are both permitted and encouraged: the Administrator can choose to spend between 25% and 95% of their working hours in the office, as long as they visit it at least once per fortnight to collect post and work on dispatching newsletters, etc. The usual office equipment is provided there (computer, printer, photocopier, franking machine etc.). Christian CND Exec meetings take place outside of regular office hours on a monthly basis (currently a Monday evening, 7-9pm), but these are counted towards the working hours of the week.

General Responsibilities

- Respond to internal and external queries, identifying which staff member or member of Exec is best placed to respond as appropriate
- Process incoming mail.
- Act as first contact point for enquiries from general public, members, other organisations and media
- Maintain general stationery, printed stationery and other sundry items; order and maintaining stock of merchandise for sale
- Maintain membership records, including organising subscription renewals
- 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 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.

- Provide regular reports of your activity to your line manager, and a summary report to CCND Exec meetings.

Communications

- Maintain the Christian CND website, ensuring material and information is up to date
- Hold the Christian CND 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 organisational development as necessary
- Bank incoming cheques
- Pay incoming invoices and other bills including staff pay, PAYE/NI and pension contributions where applicable
- 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 attend 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
- Able 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.
- Experience of maintaining social media and Wordpress websites
- Educated to A level or equivalent standard.

Desirable:

- Practising Christian
- Knowledge of the nuclear disarmament landscape amongst Christians in the UK
- Experience using accountancy software, ideally Sage
- Working knowledge of Access databases
- Experience using Canva
- Degree in a relevant field