



ADMINISTRATOR—LEADERSHIP TEAM APPLICATION PACK



CHURCH PASTORAL AID SOCIETY

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.
Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

Thank you for considering the Administrator - Leadership Team post at CPAS

ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its leadership training and patronage work are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on leadership training, patronage, and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2025, our prayer and aspiration is to see:



The three main areas of our work are:

- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Patronage: supporting the appointment process for clergy in nearly 700 churches.
- Ventures and Falcons (VF): for 8-18's to explore life with Jesus on our holidays and school residential.

ABOUT THIS ROLE

CPAS enables churches to help every person hear and discover the good news of Jesus Christ, and one of the ways this is outworked is through the work of the Leadership team. The team holds and develops corporate thinking on leadership development and initiatives, and develops and implements leadership courses, resources and programmes. Our main aspirations are to encourage, equip and nurture church leaders so that they have Christ-filled confidence in leading churches into growth and in evangelism.

We are seeking a calm, personable and effective Administrator to be responsible for providing day-to-day administrative support to the team.

The ideal candidate will enjoy working collaboratively within a team and be passionate about how their administrative skills will enable the wider aspirations and ministry of CPAS to be achieved. They will demonstrate initiative and ability to effectively manage multiple areas of work and be able to prioritise work to meet deadlines.

If this sounds like you, we'd love to hear from you!

ROLE PROFILE

ACCOUNTABILITY AND MANAGEMENT: Responsible for the allocated administrative tasks, the post holder reports to the Operations Coordinator, Leadership Team.

KEY WORKING RELATIONSHIPS:

- **Internally:** leadership staff, finance and communications teams.
- **Externally:** supporters, clients and suppliers.

DECISION MAKING

The postholder will make decisions about events, resources, etc. in conjunction with the Operations Coordinator and the Head of Leadership Development.

JOB PURPOSE

Responsible for providing day-to-day administrative support for the work of the leadership development team.

CORE TASKS

Communication & Enquiries

- Assist with handling and filtering telephone calls for CPAS, ensuring calls are transferred correctly or dealt with appropriately.
- Respond to general email enquiries and forward emails to the relevant person.
- As part of a rota, sort and distribute incoming and outgoing post.

Database & Records Management

- Maintain and update the database to ensure accuracy and efficiency.
- Monitor and update the events database to reflect current activities.
- Collate onsite and online feedback and present it in an appropriate documented format.
- Maintain and organise SharePoint files to ensure easy access and efficient document management.

Event & Training Support

- Provide support for online events, including starting Zoom meetings, setting up breakout rooms, managing recordings, and filing recordings after the event.
- Prepare and distribute routine correspondence and communications for events.
- Photocopy and post training materials to members of the Leadership Development Team.

Administrative Support

- Administer grants by collating required paperwork and submitting it to the Team Manager.
- Provide general administrative support to the team.
- Assist with tasks necessary for the smooth and professional running of the office.
- Record the notes from the Leadership Development Team monthly meetings.

Resource Support: Stock & Sales

- Monitor stock levels and process sales orders efficiently.

OTHER REQUIREMENTS

- Contribute positively to the culture of CPAS.
- Work in a manner which respects the Christian ethos of the organisation.
- Participate in the wider life of CPAS.
- Some travel to occasional staff meetings off-site and CPAS day events.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. This job description will be regularly reviewed to ensure it is an accurate representation of the post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Desirable:

- Knowledge of data protection and the UK GDPR.

SKILLS

Essential

- Good interpersonal skills
- Demonstrates initiative and ability to effectively manage multiple areas of work.
- Able to prioritise work to meet deadlines.
- Competent in using mainstream MS applications and design packages eg Canva.
- Good verbal and written communication abilities, inspiring confidence and trust.
- Good record-keeper, able to maintain easily accessible and well-organised records.
- Able to stay informed about team activities and track members' whereabouts and tasks.
- Competent in using a range of digital systems and tools, including for instance, Zoom and Google forms (or similar) and databases.
- Numerate with a good standard of written/ spoken English.

Desirable

- Creative problem solver, able to analyse situations and suggest solutions.
- Detail oriented with strong organisational skills.
- Anticipate needs and take initiative.

EXPERIENCE

Essential

- Experience of working in an administrative role.
- Experience of using databases.

Desirable

- Experience of taking minutes of meetings.
- Experience in handling inquiries and complaints.

PERSONAL QUALITIES

Essential

- Calm and personable.
- Enjoys working collaboratively within a team.
- Motivated by a commitment to provide excellent service to those who receive CPAS' ministry.
- Passionate about how this role will enable the wider aspirations and ministry of CPAS to be achieved.
- Willing to work in a manner that respects the Christian ethos of the organisation and enables the wider aspirations and ministry of CPAS to be achieved*.

Desirable

- A good listener who understands team and client needs.
- Works well under pressure.
- Open to feedback and continuing development.

*CPAS is a Christian organisation and to be successful in this role you will be comfortable working with our ethos and able to respect our beliefs. We are a friendly, informal staff group, where working as part of a team is important to us. Please be aware that during our staff away days we worship and pray together, and we pray as part of our working day—although there is no obligation for everyone to join in. We also have an annual retreat day that is offered for all staff. We very much welcome new staff joining us, who are keen to work within this culture and environment.



TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy, and it may be possible to work from home up to two days per week, subject to making an application.
2. **Salary range:** £13,825-£14,553 (pro rata of £23,042-£24,255 FTE) per annum, subject to an annual pay review effective 1 May 2025. This is a part-time appointment of 3 days / 22.2 hours per week (0.6 FTE).
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment of 3 days / 22.2 hours per week (0.6 FTE). CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 20 days (pro rata of a full-time equivalent of 33 days). This entitlement is inclusive of bank and public holidays, and there are, in addition, three days of paid leave between Christmas and New Year when the CPAS office is closed. The holiday year begins on 1 January each year.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** As soon as possible!
9. This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.

You must have evidence of your right to work in the UK.

HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk.

APPLICATION CLOSING DATE

The deadline for applications is midnight on **Sunday 27 April 2025**.

INTERVIEWS

Interviews are scheduled for **Friday 9 May 2025** at our offices in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via recruitment@cpas.org.uk

