



HOLIDAY MINISTRY ADMIN ASSISTANT— TEMPORARY 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

ROLE PROFILE AND PERSON SPECIFICATION

Ventures and Falcons are incredible holidays for 8-18s. Each year they give over 3,000 young people the chance to explore who Jesus is, have fun and make long-lasting, life-enhancing friendships.

ROLE PROFILE

RESPONSIBLE TO: Ventures and Falcons Lead

KEY WORKING RELATIONSHIPS:

Internally: Ventures and Falcons Staff, Finance Team.

Externally: Holiday volunteers.

JOB PURPOSE

Responsible for supporting the Ventures and Falcons Team with day-to-day administrative tasks during the busy summer period.

KEY CORE TASKS

- To assist in reviewing and processing expenses claims for volunteers. Going back to volunteers with any outstanding questions where necessary.
- To process drivers checks for volunteers. Including following up with holiday volunteers, checking the licences on the government website and responding back to the holiday lead volunteer with the outcomes of the checks.
- To assist in the process of allocating and sending minibus permits to holiday volunteers.
- To assist in the process of reviewing and organising documentation that is returned to the Ventures and Falcons Office.
- To assist in applying bursaries and discounts to member bookings.

PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Essential

- Numerate with a good standard of written/spoken English.

Desirable

- Knowledge of data protection and the UK GDPR.

SKILLS

Essential

- Detail oriented and methodical, able to ensure a high level of accuracy in all tasks.
- Strong organisational skills with the ability to prioritise tasks and meet deadlines.
- Good verbal and communication skills.
- Competent in using a range of digital systems and tools, including for instance, Microsoft applications and databases.

EXPERIENCE

Desirable

- Experience of working in an administrative role.
- Experience of working with databases and Microsoft Office.

PERSONAL QUALITIES

Essential

- Calm and personable.
- Able to handle confidential and sensitive information.
- Enjoys working in a fast-moving and responsive environment.
- Able to work collaboratively within a team and contribute positively to the team dynamic.
- Willing to work in a manner that respects the Christian ethos of the organisation*.

*CHRISTIAN FAITH

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.
2. **Pay:** The rate of pay will be £12.21 per hour.
3. **Contract:** This is a temporary appointment for a fixed term of 16 weeks (candidates who can offer less than this are still encouraged to apply).
4. **Hours of work:** This is a part-time appointment of 12 hours per week to be worked across 2 or 3 days a week.
5. **Holiday:** your rate of pay will be enhanced by 12.07% to cover your entitlement to statutory holiday pay.
6. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
7. **Start date:** 26 May 2025.
8. 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 **9am on Monday 7 April 2025**.

INTERVIEWS

Interviews are scheduled for **11 April 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

