

Job Description

Job Title
College Administrator
Reporting to
Academic Dean
Organisational Context
<p>The Faith Mission Bible College (FMBC) is a ministry of the Faith Mission and exists to equip passionate servants of Jesus Christ for evangelism, mission, and ministry.</p> <p>Our programmes seek to be biblical, practical, and transformational. Our goal is to provide a framework in which Christians can grow as able communicators of the Christian message, competent leaders in Christian work, and spiritually mature believers.</p> <p>At present, we offer a full-time programme in Applied Theology, equivalent to an undergraduate level programme, as well as a part-time Foundation Certificate in Applied Theology. We are currently seeking a validating partner to enable us to offer our full-time programme as a Degree in Applied Theology.</p> <p>Our graduates go on to serve with the Faith Mission, as well as with other missionary organisations and churches in the UK and beyond.</p>
Role Overview
<p>The key purpose of the role is to provide an efficient and effective administration service within the Faith Mission Bible College, including general reception and office duties, financial administration, and course related administration.</p> <p>The College administrator will support the FMBC teaching and domestic staff with general administrative, financial and other practical tasks, related to the Mission and Bible College ministries.</p> <p>This person will be the first point of contact for staff, site visitors, students, etc, managing all communication with the public including emails and phone calls to/from FMBC and as a result will need to be confident to articulate the Mission's Christian ethos, its values, ministries and faith position.</p>

Roles and Responsibilities

Reception and General Administration

- Be the first point of contact on reception desk and on telephone, greeting guests, interacting with students and responding to general enquiries.
- Undertake a variety of general administrative tasks, overseeing all the administrative operations of FMBC.
- Order stationery and office supplies.
- Managing the College accounts (council tax, mobile phones, broadband, telephone, office supplies), placing orders, chasing deliveries, processing invoices for payment, etc.
- Routine IT support (reset passwords, photocopier codes, manage email distribution list, etc).
- Assisting the House Manager and domestic staff with the management and security of keys and supplies.
- Be ready to articulate the Mission's Christian ethos, its values, ministries and faith position.
- Process, prioritise and respond to incoming emails in a timely fashion.
- Support FMBC staff, students and their guests in a professional and courteous manner.
- Act as the first point of contact for speaking/ministry requests of FMBC students.
- Book travel for College staff and students as required.
- Minute College staff meetings.
- Produce print and digital marketing materials for the College (as ability allows).
- Carry out all duties in accordance with the Mission's policies and procedures.
- Undertake additional duties in line with capabilities as required.

Academic Administration

- Contribute to the effective delivery of FMBC's academic programme by providing efficient administrative support.
- Receive and process students' assignments in line with College procedures.
- Receive and process applications to the College in a prompt fashion, ensuring regular contact with applicants.
- Administrate FMBC's 'Into The Word' correspondence course.
- Print off handouts for FMBC staff and visiting lecturers, and upload lecture resources (including handouts and recordings) to the College's VLE site.
- Prepare course certificates and student transcripts as required.
- Ensure that FMBC's administrative processes meet all the requirements of any future validating partner.

Financial Administration

- Have the capability to assist the College staff and Finance Manager in any or all of the following areas as and when required:
 - Receipt all donations, log donations received, and send ‘thank you’ letters.
 - Enter all FMBC income and expenditure.
 - Produce invoices for non-student rent and utilities for College flats and accommodation for short-term guests.
 - Process student fees and administer any donations received for students.
 - Administer the student bursary and hardship funds in line with College policies.
 - Log gas and electricity meter readings and calculate amount to be paid by residents.
 - Pay Invoices, administer petty cash, etc.
 - Monitor FMBC Bank Account to ensure payments are processed correctly.
- Complete and log staff timesheets on the FM Portal.
- Keep a register for visiting lecturers and pay their honorarium at appropriate intervals.

Other

- For candidates with appropriate gifting and prior experience, there may also be opportunities to contribute to the spiritual life of the College (e.g. by leading occasional morning devotions and/or a pastoral group).

Note:

This post is subject to an occupational requirement (OR) under the Equality Act 2010 that the person fulfilling this role is a committed and practising Christian in full sympathy with the Faith Mission’s Statement of Faith, supportive of the wider work of the Mission, and views this role as a ministry calling.

Person Specification

Specification	Essential	Desirable	How Tested
Education & Qualifications			
Educated to A level or equivalent.	✓		Application Form
Microsoft Office ICDL/certificate/diploma or equivalent experience.	✓		Application Form
Experience			
Significant office administration experience	✓		Application Form, Interview
Charity or education office background	✓		Application Form, Interview
Project management experience		✓	Application Form, Interview
Experience of collating and presenting statistical or financial data.		✓	Application Form, Interview
Experience of discipling/mentoring others in a one-to-one or group context.		✓	Application Form, Interview
SAGE Accounting system experience		✓	
Experience of producing print and/or digital marketing materials		✓	Application Form, Interview
Personal Skills			
Ability to operate effectively in a demanding, fast paced, team environment, paying attention to detail.	✓		Application Form, Interview
Demonstrate ability to be self-motivated and take initiative.	✓		Application Form, Interview
Excellent people skills.	✓		Application Form, Interview
Excellent organisational skills and time management.	✓		Application Form, Interview
Great interpersonal and communication skills.	✓		Application Form, Interview
Be a good team player.	✓		Application Form, Interview
Strong work ethic.	✓		Application Form, Interview
Excellent computer skills.	✓		Application Form, Interview
Occupational Requirements			
Is a committed Christian (This is an occupational requirement in terms of Equality Act 2010).	✓		Application Form, Interview
Is fully sympathetic with the Faith Mission's Statement of Faith & Supportive of the wider work of the Faith Mission.	✓		Application Form, Interview
Views the position as a Ministry Calling.	✓		Application Form, Interview