

## **ROLE DESCRIPTION: Bath & Wells Mothers Union Administration Assistant**

### **Primary Role**

To undertake the administrative duties of the Mothers Union in the Diocese of Bath & Wells.

This position is to be based in the Flourish House Wells, on days agreed with the applicant for up to 8 hours per week. It would be helpful for the days to be regular so that members know when to contact the office. The workload may vary at different times of the year and so some flexibility would be needed. Any long term absences (more than one month) need to be arranged by mutual consent with adequate notice given. This is a self-employed paid appointment and payment will be made monthly upon submission of invoices to the Diocesan Treasurer.

The successful applicant will be accountable to the Diocesan President and the MU Diocesan Committee and the continuance of this arrangement shall be made annually. The successful applicant will be a non-voting co-opted member of the MU Diocesan Committee and attend the meetings.

### Specific duties of this post

1. At the appropriate time of the year to arrange for branches to be provided with the necessary forms relating to officers, members' details and other information as required
2. Maintain the MU B&W Diocesan directory, and update records and databases as necessary, including access to the Mary Sumner House (MSH) database
3. Help produce the Annual Report and prepare for the Annual meetings
4. Provide administrative support for Diocesan Committee meetings and also preparing the Diocesan newsletter in conjunction with the Diocesan Committee Chair
5. Organise the diocesan triennial elections.

### Personal skills and qualities

To have good written and verbal skills for dealing with all post, emails and telephone calls to the MU Office.

To be computer literate and be familiar with regulations relating to risk assessment, health and safety and fire regulations at work.

Maintain and respect confidentiality of visitors to the MU Office and the work of the MU Diocesan Committee.

To have good relations with other staff in Flourish House

To have the ability to stay calm under pressure, prioritise work when necessary and to exercise patience. The applicant needs to be a team player and have a sense of humour.

We would prefer an applicant who is a member of the Mothers' Union but would be willing to consider any applicant provided they are in sympathy with the aims and objectives of the Mothers' Union.