

SCOTTISH EPISCOPAL CHURCH

SCOTTISH EPISCOPAL INSTITUTE ADMINISTRATOR

Starting salary	£25,812, on the Senior Personal Secretary Grade.
Contract	Full-time, permanent
Hours	35 hours per week. Some occasional evening or weekend work may be required with time off in lieu.
Location	21 Grosvenor Crescent, Edinburgh (usually five days a week in the office and as duties require) with occasional travel in Scotland.
Annual leave	28 days of annual leave, plus 10 public holidays

About this role

The Institute Administrator supports the delivery of the Scottish Episcopal Institute's teaching provision and associated student assessment within the small SEI office team. Specifically, the role involves the academic administration of the programmes of study offered by the SEI via the Common Awards scheme, SEI's internally accredited programmes of study, and Continuing Ministerial Development and lay-learning short courses, lectures and presentations.

Reporting to the Institute Principal, the ideal candidate will be highly organised, self-motivated and efficient, with excellent communication, interpersonal and IT skills, and will enjoy working under pressure to consistently provide outstanding and timely standards of support to both SEI students and staff.

Who we are

The Scottish Episcopal Institute is part of the General Synod of the Scottish Episcopal, a charity registered in Scotland (SC015962). The Institute trains candidates for ordained ministry as priests (incumbent and assistant), vocational deacons and Lay Readers. SEI is the sole training agency for the Scottish Episcopal Church. Training is conducted in partnership with the Common Awards scheme, administered jointly by the Church of England and Durham University, or with Scottish Schools of Divinity. There are approximately 45 students enrolled on the Institute's various programmes of study.

The SEI currently employs 5 members of staff under the leadership of Rev Canon Prof Michael Hull, Principal. The postholder will join the small administrative support team of the SEI, working alongside a part-time PA to the Principal and Administrative Assistant to the Provincial Director of Ordinands. Key relationships will include the Director of Studies, Director of Contextual Formation, the IME2 Officer, Associate Tutors and students. At peak times, all members of the team may be required to provide cover for each other to ensure adequate service across the Institute when other members of the team are on leave or to maintain adequate services.

Key duties and responsibilities

Student administration

Responsibility for record keeping, documentation and student communication, following agreed policies and processes for each of these. This may include:

- Registering of students, providing Student ID cards, confirming attendance of the correct students on the correct programme and keeping attendance records,
- Ensuring accurate and reliable course information is available through VLE (Moodle) and in course or programme handbooks. This will involve working with academic staff on deadlines for course handbook publication, updating VLE as requested, and sending out information to students.
- Being the first point of contact for telephone, email and face-to-face enquiries and advice about courses, regulations and procedures. Using a customer focused approach to filter, assess and help with queries and problems, referring students to other colleagues and appropriate staff.

Assessment & Examination Support

Responsibility for maintaining accurate and up to date academic records, by

- Liaising with markers, moderators and supervisors, monitoring submission dates etc.
- Producing spreadsheets of marks for exam boards
- Ensuring the timely communication of results to students.

Teaching, event and meeting support

Responsibility for the preparation, organisation and smooth running of online and residential teaching, meetings and events including jointly with the Principal's PA:

- Liaising with Institute staff to plan and arrange student and staff training events, in-house training days and other events
- Preparing all necessary support documentation and undertaking all necessary mailings for residential weekends or meetings about 10 times per year
- Servicing of meetings and teaching events; taking minutes at meetings of the Institute Council, Management Committee and such other bodies as may be required; emailing agendas and minutes for meetings about 8 times per year
- Booking of rooms and arranging catering

Library, publications and online communications

Responsibility for the administration of the SEI Library, maintaining and updating the SEI website and in-house publication. Representative duties include:

- Maintaining library records, posting books to students and ordering new publications
- Updating the SEI website and social media channels, liaising with the Scottish Episcopal Church staff as necessary
- Preparing handbooks for Initial Ministerial Education (IME) and compiling the SEI Directory and prayer leaflet.

Protection of Vulnerable Groups (PVG) administration

Responsibility for the maintaining PVG records up to date by:

- Ensuring PVG registration of incoming students
- Liaising with SEC Safeguarding staff

General administrative support

As part of a small team, the postholder will work alongside the PA to the Institute’s Principal to ensure the smooth running of the SEI office and contribute to the operations of the SEC office at Forbes House. Example activities include:

- Performing general secretarial duties for SEI Staff including the production and sending out of letters and emails as required
- Undertaking general ‘front of house’ tasks for SEI including dealing with telephone and email enquiries and liaising with members of General Synod staff as necessary
- Undertaking routine financial and budgetary tasks for SEI including the processing of expense claim forms for staff and students and paying invoices on behalf of SEI
- Carrying out any other duties as required by the Principal.

The above list is not exclusive and gives an indication of the main types of activities that the Administrator will carry out. These duties will form the main areas of responsibility however, these may change and/or develop depending on the needs of the Institute.

Scottish Episcopal Institute Administrator Person Specification

The candidate for the post will have drive and enthusiasm and be able to work to a significant extent on their own initiative. Qualities that are sought in the candidate include:

Attributes	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none"> • Educated minimally to Higher standard or equivalent 	
Knowledge & Experience	<ul style="list-style-type: none"> • At least 3 years previous relevant administrative experience in an outward facing role • Experience of student administration and record keeping in an educational setting • Experience of organising and servicing meetings and events • An understanding of procedures in relation to PVG scheme registration • Demonstrable ability to deal confidently and sensitively with students of diverse backgrounds • An understanding of the importance of personal data management and protection (GDPR). 	<ul style="list-style-type: none"> • Experience of working in, or with higher education institutes • An understanding of the Dewey system of library cataloguing or a willingness to learn.

Administrative and organisational skills	<ul style="list-style-type: none"> • Good self-management, decision-making, and organisational skills • Logical and systematic approach to challenges • Good diary management skills • An ability to take minutes 	<ul style="list-style-type: none"> • Ability to develop new processes and procedures to ensure continuous service improvements as organisational needs evolve
Communication and relationships	<ul style="list-style-type: none"> • Flexible, approachable and helpful with strong inter-personal skills and the ability to deal sensitively and effectively with people at all levels. • A high standard of written and verbal communication • An ability to create and sustain productive, long-term working relationships. 	
IT Skills	<ul style="list-style-type: none"> • Proficient user of MS Office packages, including Outlook, Excel, Word, PowerPoint • Eagerness to keep up to date and develop IT skills as needed for application in the workplace. • Knowledge of common social media channels and of web content Management tools (WordPress) • Excellent keyboard skills with attention to detail and accuracy • Aptitude to develop excellence in working with Moodle (SEI's Virtual Learning Environment) 	<ul style="list-style-type: none"> • Good working knowledge of a Virtual Learning Environment platform or a demonstrable aptitude to develop such knowledge. • Knowledge of SharePoint
Personal qualities	<ul style="list-style-type: none"> • An ability to take initiative and work independently within agreed parameters • A supportive and engaged colleague • Flexible and adaptable with a positive attitude • An affinity with the Scottish Episcopal Church in its mission and ministry and an awareness of its culture as a voluntary organisation 	

Salary and benefits

Salary

The salary range will 25,812 to £29,540 per annum. Placing within the range will be in accordance with relevant experience.

Annual leave

28 days annual leave per year and 10 public holidays. Three days leave require to be taken between Christmas and New Year.

Sick leave

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

Pension Scheme

Employees are eligible to join a non-contributory defined benefit Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer (currently at the rate of 32.2% per annum). There is also a Death in Service Benefit.

Hours of duty

35 hours per week. Occasional evening or weekend work may be required, with time off in lieu available, in agreement with the line manager (the Principal).

Location

The normal place of work is Forbes House, 21 Grosvenor Crescent, Edinburgh.

Flexible working

The Scottish Episcopal Church operates a flexible working policy.

Application process

To be considered for this role, download and complete the application form the SEI website at: <https://sei.scot/?p=55946>

Closing date Friday 7 February 2025 12 noon

Interview date Tuesday 18 February 2025

Pre-employment checks include obtaining two satisfactory references, one of which must be from the applicant's most recent employer and a basic Disclosure Scotland check.