



Registered charity no. 1081642

DESCRIPTION OF CONTRACT FUNCTIONS

Contract value:	£19.00 p/h (c.£37,000 p/a equivalent)
Hours:	20 hours per month
Base:	Flexible within Southern England, with attendance and London meetings c. 4 times a year
Reportable to:	Chair of The Association for Pastoral Care in Mental Health ("Being Alongside")

CONTRACT PURPOSE

The contractor will provide an efficient and effective administrative support function for Being Alongside (BA), working flexibly and proactively with the Trustees to further the aims and objectives of the charity.

Ensuring the day-to-day smooth running of the charity's administration, key responsibilities will include maintaining the BA supporter database, updating our website, arranging meetings and conferences and processing and recording receipts and payments.

MAIN DUTIES AND RESPONSIBILITIES

1. To handle post, telephone calls, and emails in a professional and courteous manner, ensuring that information is handled correctly and directed to the appropriate BA Trustee(s) where necessary. Much of the incoming correspondence requires action by the post holder, which is done with minimal supervision.
2. Maintain filing systems and bring forward systems, ensuring that documentation is easily accessible and held in accordance with data protection guidance.
3. Arranging Trustee meetings, ensuring agendas, minutes and other material are in place to ensure the smooth running of the meeting and attend where required.
4. Organisation of the practical aspects of conferences and events and carrying out all duties required for their smooth running e.g. venue bookings, catering, bookings, liaising with speakers.

5. Co-ordinate mailings to membership, including annual newsletter and winter newsletter.
6. To administer the election of Trustees and keep all relevant information concerning their election up to date. To ensure that all BA new Trustees receive appropriate induction materials and all of relevant information concerning the Trustees is up to date.
7. Process and record all financial transactions, maintain bookkeeping records and liaise with the BA Treasurer on completing annual financial returns to the Charity Commission. Complete and file annual Gift Aid returns to HMRC.
8. Support the Grant Scheme subcommittee on administering applications and payment of small grants to local projects, and ensuring ongoing contact with beneficiaries.
9. Liaise with newsletter editor, and keep them up-to-date by ensuring regular flow of relevant information.
10. Keep the BA website up-to-date (via a standard content management system) and work with the volunteer web manager on ongoing development of our digital presence.
11. Depending on the skills and appetite of the service provider, the role could also include proactive engagement with third parties to seek new ways to deliver the charity's objects.

OTHER DUTIES

1. To be familiar with, and adhere all relevant BA policies and Charity Commission guidance.
2. To undertake any other duties commensurate with the fulfilment of this Contract.

CONTRACTOR'S SPECIFICATION

BA's expectations are that the successful contractor will have the following skills and attributes:

- Ability to make and maintain computer records and entries
- Good working knowledge of word processing, publishing, accounting, and web CMS software
- Good literacy, numeracy and communication skills
- Understanding and ability to analyse invoicing data
- Excellent command of written and spoken English
- Attention to detail
- Excellent customer service
- Effectively manage time and meet necessary deadlines
- Reflecting BA's heritage and objects, ideally the post holder will have working knowledge of the main Christian denominations in the UK.

As this is expressly not a contract for employment, BA understands that it cannot specify which individuals complete these tasks and delivery of services under this contract will not be supervised

directly by the charity. However, we will monitor overall service delivery and reserve the right to withhold payment if the main duties and responsibilities are not delivered effectively.

Location

The successful contractor will be responsible for providing their own working environment within Southern England (given the location of our meetings and events). Some travel will be necessary, particularly to meetings in central London approximately once a quarter.

Expenses

In addition to the contract fee, the successful contractor will be eligible to receive reimbursement for all necessary expenses for e.g. stationery, travel.

Break clause and notice period

At six months from the commencement of the contract agreement, either party may end the contract with immediate effect. After six months, either party should give one month's written notice of the termination of the contract.

Equal Opportunities

It is the aim of BA is to ensure that no contractor receives less favourable treatment on grounds of gender, marital status, religion, race, colour, sexual orientation, nationality, ethnic or national origins or on the grounds of disability.

Confidentiality

The contractor must at all times maintain the appropriate confidentiality of the material and information that they handle.

Data Protection

If required to do so the contractor should obtain, process and/or use information held on a computer or word processor or paper based medium in a fair and lawful way. The contractor must only hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed within the confines of Data Protection Legislation.