

Administrative Assistant

Caritas Social Action Network (CSAN) is the official domestic social action agency of the Catholic Bishops' Conference of England and Wales, and a member of Caritas Internationalis. CSAN is a network of over 40 organisations with an ambitious social mission – to challenge and change society for the better, through its work with a wide and diverse range of vulnerable and excluded people. Founded in the precepts of Catholic Social Teaching, the Network is supported and coordinated by a secretariat based in South London.

We are looking for a diligent part-time Administrative Assistant who will support the work of our small national team. The person appointed will report to the Office Manager in providing administrative support to the national office team and contribute to the organisation of CSAN's events and meetings, and our social media output.

Key Responsibilities

1. To develop, maintain and produce reports from a database of information about member charities and other stakeholders, including records of contacts made and participation in activities
2. To ensure meetings, information collection and other activities are scheduled and organised to make the best use of resources
3. To update CSAN's website and social media channels with relevant news and members' events, consistent with our editorial standards
4. To provide administrative and event management support for the full range of CSAN's activities, as directed by the line manager

Personal Specification

Essential

- Qualifications equivalent to 'A' Level, with GCSE A*-C or equivalent in English and Maths
- Empathy with the ethos of the Catholic Church and motivated by CSAN's mission, vision and values
- Strong administrative and organisational skills, with persistent and thorough attention to detail
- Experience of working with data and information in varied formats and states of completion, including the ability to identify and handle information given in confidence
- Experience of, or ability to learn rapidly, relevant use of information and communication technologies, including word processing, basic multimedia editing and spreadsheets, web publishing and social media
- Good time management skills
- Ability and willingness to maintain working relationships with the team and stakeholders
- Personal resilience

Desirable

- Evidence of continuous professional development relevant to the role
- An appreciation of what makes for a successful membership organisation
- Experience as a committee secretary

Closing date for applications: 31st August 2017 at 5pm

Salary £21,500 - £22,000 full time (35 hours) equivalent pro rata depending on experience

Hours: 21 hours per week (flexible)

Shortlisting: 4 September 2017

Please apply using a cover letter and up-to-date CV to admin@csan.org.uk