



Job Description CBA Administration Assistant

The Central Baptist Association (CBA) covers churches in the historic counties of Bedfordshire, Buckinghamshire, Hertfordshire and Northamptonshire.

Job Title	Administration Assistant
Reports To	Company Secretary, Central Baptist Association (CBA)
Reports In	None - but some co-ordination of volunteers required
Key clients	Regional Ministry Team; CBA churches, trustees and committees
Hours	Initially 12 hours per week (flexible)
Location	Home based (predominantly, but travelling within the CBA region as needed)

Critical Purpose of Role	
Day-to-day administration of CBA, providing administrative and organisational support to the Regional Ministry Team (RMT), committees and trustees of CBA.	
Accountable for	Key Performance Indicators
<ul style="list-style-type: none"> • Take full responsibility for organising CBA Safeguarding (SG) training sessions (liaising with CBA SG lead, trainers and venues) • Handle all SG training bookings / payments / attendance / certificates through ChurchSuite or appropriate systems 	<ul style="list-style-type: none"> • SG training events organised smoothly at the required frequency and geographic spread
<ul style="list-style-type: none"> • Update Safeguarding training records of CBA ministers. • Report on ministers with overdue DBS checks and / or Safeguarding training. 	<ul style="list-style-type: none"> • All checks and records are up to date
<ul style="list-style-type: none"> • Assist the RMT to organise CBA events as needed (CBA Assembly, Retired Ministers' lunches, Ministers' Conference etc.) 	<ul style="list-style-type: none"> • All events are successfully completed in accordance with agreed standards
<ul style="list-style-type: none"> • Assist in maintaining and updating CBA entries for member churches, ministers and leaders in Baptists Together databases and liaise with churches for the church prayer rotation. 	<ul style="list-style-type: none"> • Information is accurate and up to date

<ul style="list-style-type: none"> Maintain CBA website and action CBA social media posts using pre-agreed content. 	<ul style="list-style-type: none"> Information is accurate and up to date
<ul style="list-style-type: none"> Baptists Together Settlement Process (BTSP) – keep track of churches and ministers in the settlement process including requesting and recording monthly updates 	<ul style="list-style-type: none"> All churches and ministers in the settlement process are on the BTSP spreadsheet on SharePoint and are updated at the start of each month
<ul style="list-style-type: none"> Assist in preparation and circulation of committee papers as needed in consultation with committee moderators. Attend meetings and committees in person and / or online, if requested, to take minutes/notes. 	<ul style="list-style-type: none"> Members have access to agendas and background papers at least one week before meetings.

Relevant Qualifications and Experience	
Mandatory:	Computer literate, comfortable using Office 365 and ChurchSuite
Desired:	Car owner with clean driving licence

Person Specification	
Key Qualities. This role would suit someone who: -	
<ul style="list-style-type: none"> Is organised and can manage their own time Can use their initiative Is concerned about detail Is a team player Able to work under pressure Is a good communicator Demonstrates a commitment to the beliefs and values of the CBA 	
Experience and Background. Successful candidates are likely to have; -	
<ul style="list-style-type: none"> An interest in or personal experience of the CBA Good organisational and computer skills Previous administrative experience 	