



## Job Description

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Job Title:	Executive Assistant and Receptionist
Responsible to:	Principal and Operations Coordinator
Location:	Didsbury, Manchester
Full time:	35 hours per week
Salary:	£19,148 per annum

### Main Purpose of Job

The Executive Assistant serves a critical role in NTC by supporting the Principal of the College, working closely with Leadership Team members to ensure the smooth running of the College. The role involves working closely with the Principal to ensure the Principal's office constantly improves and runs smoothly. The Principal's Office stores sensitive and confidential information and a high degree of confidentiality is essential.

The Receptionist is the first point of communication for the College and is often the first introduction to the ethos and values of the College. This role provides a high quality, professional service to all visitors, students and staff and includes undertaking administrative duties as required.

You will be a people-focussed person with a welcoming and hospitable manner and will have strong administrative and organisational skills. Working with other departments, you will be an integral member of the College team.

### Key benefits

- Generous holidays.
- Cycle to work scheme.
- Contribution to workplace pension.
- Free audit of one module per year.

### Background

Nazarene Theological College is a research-led partner college of The University of Manchester. Situated in Didsbury, Manchester, the College is a Christian theological college and is shaped around a Christian ethos. Founded in 1944, NTC has some 350 students (both full and part time), across undergraduate and postgraduate programmes of study, representing a wide range of nationalities. The College also prepares candidates for Christian ordination in the Church of the Nazarene and beyond.

### Main Duties

#### 1. Executive Assistant to the Principal

##### Manage Scheduling

- (a) Meet regularly with the Principal to coordinate calendar to determine responsibility, timeline and monitor status of upcoming events, travel and activities.
- (b) Review publications and correspondence to establish administrative needs, deadlines, and address corrections.

##### Administration and Communication

- (a) On behalf of the Principal and Leadership team bring together materials and preparations for events and conferences in a timely fashion.
- (b) Participate in various college committees as required to support the Principal's work.
- (c) Organise and prepare for meetings, including document preparation and logistics.
- (d) Update pages and records as necessary across various platforms.
- (e) Liaise with other institutions to coordinate Principal's speaking engagements including preparing required tax and other forms required, and travel.

- (f) Maintain financial records and liaise charges and receipts with Finance Office.
- (g) Coordinate events hosted by Principal in liaison with the Operations Coordinator to ensure all is done in a professional but hospitable manner.
- (h) Liaise with Principal to finalise arrangements for all meetings hosted by the Principal or Senior leaders.
- (i) Deal proactively with enquiries involving the Principal
- (j) Liaise with external bodies as required

#### **Communications**

- (a) Draft, review and send communication and correspondence on behalf of the Principal.
- (b) Maintain electronic copies and corresponding reports in organised files.
- (c) Maintain contact lists, records and documents for the
- (d) Send invitations and monitor responses on behalf of the Principal.

## **2. Receptionist**

- (a) Required to work in the busy College reception, dealing with all enquiries, whether in person, telephone or email. This will involve operation of the College switchboard and liaison with students, potential students, staff and visitors.
- (b) Responsible for ensuring all visitors are signed in and out of the College.

## **3. Administration**

- (a) Responsible for updating College data base as appropriate
- (b) Typing of letters, minutes, weekly bulletin and other documents as required
- (c) Coordinate mailings and daily post
- (d) Ensure filing, stationery supplies, etc. are up to date
- (e) Coordinate service calls

## **4. Internal Accommodation and Bookings Support**

- (a) Responsible for student and guest accommodation, including agreements and issuing the accommodation policy.
- (b) Room bookings for internal meetings
- (c) In liaison with the Operations Coordinator, provide support when conferences and events are held
- (d) Work with Dean to administer external examinations, including payments

This job description is not exhaustive; the post holder may be required to undertake other duties as reasonably required.

### **Nazarene Theological College Vision**

As God's holy people we aspire to be a learning community reflecting the love of God as Father, Son and Holy Spirit. Dedicated to excellence in theological education we intentionally foster character formation within contexts that are both practical and reflective.

### **Nazarene Theological College Employment Ethos**

The College is committed to the active pursuit of an Equal Opportunities Policy which addresses the need and right of everybody in the College to be treated with dignity and respect, in an environment in which a diversity of backgrounds, traditions and experiences is valued. It aims to create the conditions whereby prospective and existing students and staff are treated solely on the basis of their merits, abilities and potential, regardless of any irrelevant distinction.

June 2022