

Applicant Pack

FINANCE AND FUNDRAISING ADMINISTRATOR

Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in joining our team as our Finance and Fundraising Administrator! Inside this pack you will find more information about the role on offer and how to apply, as well as an introduction to SCM as a charity and what it is like to work with us.

SCM is a community of students, past and present, and it is community that is at the heart of who we are and how we do things. Wherever students find us and however they engage, they are our purpose; supporting them to be, and, where they are open to it, to grow in their lives and faith.

We are deeply committed to an inclusive, progressive and radical approach to the Christian faith, and this is evident throughout the organisation from a grassroots level through to the board of trustees. Our members are also who lead us, appointing their representatives to the board of Trustees and General Council, at whose meetings the vision and strategy of the charity are set. Throughout our work we seek feedback from students and listen to their voices as we move ever onwards.

Our membership is made up of an incredible diversity of people. Some gather in local communities on their university campus or at their church, others come together at a regional level through informal networks, and some members won't have a local community, so their place of connection is through our national, especially online, work. Wherever someone connects with SCM, our values are present and our aims are worked towards. For some SCM is a place to ask hard questions and be challenged by others who are wrestling with faith and ethics. For others, it is a safe Christian space to express and settle in their queer identity. And for all, it is a place where they can simply *be*.

SCM is more than just a gathering place for Christian students. We are also committed to putting faith into action, and throughout our long history SCM has travelled light, devoting ourselves to the next task or cause in the evolution of Christianity. We are a movement for today, and that means campaigning on current issues of concern such as the refugee crisis, the arms trade and food injustice, and modelling LGBTQ+ celebration and pushing the church to do the same. It means giving a platform to new and established theologians who encourage us and challenge us to grow in our faith. As we put our faith into action we often see our members becoming more confident as leaders, growing as everyday theologians, developing as activists and flourishing in their discipleship.

Of course, to enable SCM continue this work we also need to use our limited resources effectively to serve our community, and as a small charity we have always managed to do more

than our size would suggest. As we look to our future we have big dreams of what SCM can be, and to achieve this effective fundraising and financial management is a key part. We are looking for a Finance and Fundraising Administrator who will provide high quality administrative support for the fundraising work of SCM, helping to ensure that strong relationships are built with donors and supporters. The post holder will also support the Operations Manager in monitoring the financial performance of the charity by ensuring that financial records are kept up to date.

The ideal candidate for this role will be someone who is well organised and has a keen eye for detail, with experience of working in a similar role. You will need to show, in addition to the skills and experience listed in the person specification, that your values align with our values, and that you share our commitment to safeguarding. A willingness to learn and a positive attitude are as important to us as qualifications and experience, so do please get in touch even if you don't think you meet all of the criteria quite yet.

You would be joining a small but dynamic staff who are deeply committed to the values and work of SCM, and who are excited to welcome you the team and work with you in your role. We can also offer you a competitive salary, a generous annual leave entitlement, pension contributions, enhanced sickness and family leave pay, and flexible working.

We actively encourage people from structurally disadvantaged backgrounds and underrepresented groups to apply. This includes, but is not limited to, people from communities experiencing racial inequality, migrants, refugees, women, non-binary people, people who identify as LGBTQIA+ and/or people from an economically deprived background.

For an informal discussion about this role contact Lisa Murphy, Operations Manager, by emailing lisa@movement.org.uk

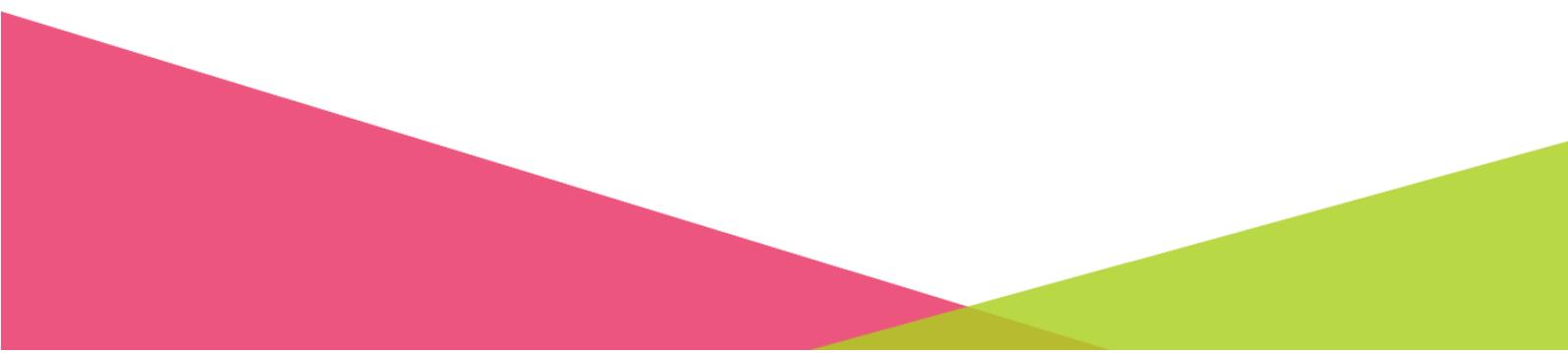
We look forward to receiving your application!



Tom Packer-Stucki
Chair of Trustees



Revd Naomi Nixon
CEO



ABOUT US

The Student Christian Movement came into being in 1889 as a loose network of students dedicated to missionary work overseas. It rapidly broadened its aims and membership to become the largest student organisation in Britain. The values of inclusiveness, radicalism and an open and challenging approach to the Christian faith were as important in the early days of the movement as they are now.

The movement today is made up of a network of communities and individual members across Britain, as well as Churches and Chaplaincies. Each SCM community is different, but students can expect to find a warm welcome as well as activities including bible study, prayer, campaigns and social action, talks, discussions and socials.

As a national movement we come together at regional and national events to learn more about our faith and spend time as a community. We take action on issues of social justice chosen by our members.

The British SCM is part of the World Student Christian Federation (WSCF) which brings together more than two million Christian students around the world.

As a student-led movement, SCM's decision making body, known as General Council, is made up of students and recent graduates. Members of General Council are elected by the membership at the AGM each year, and serve for a two year term.

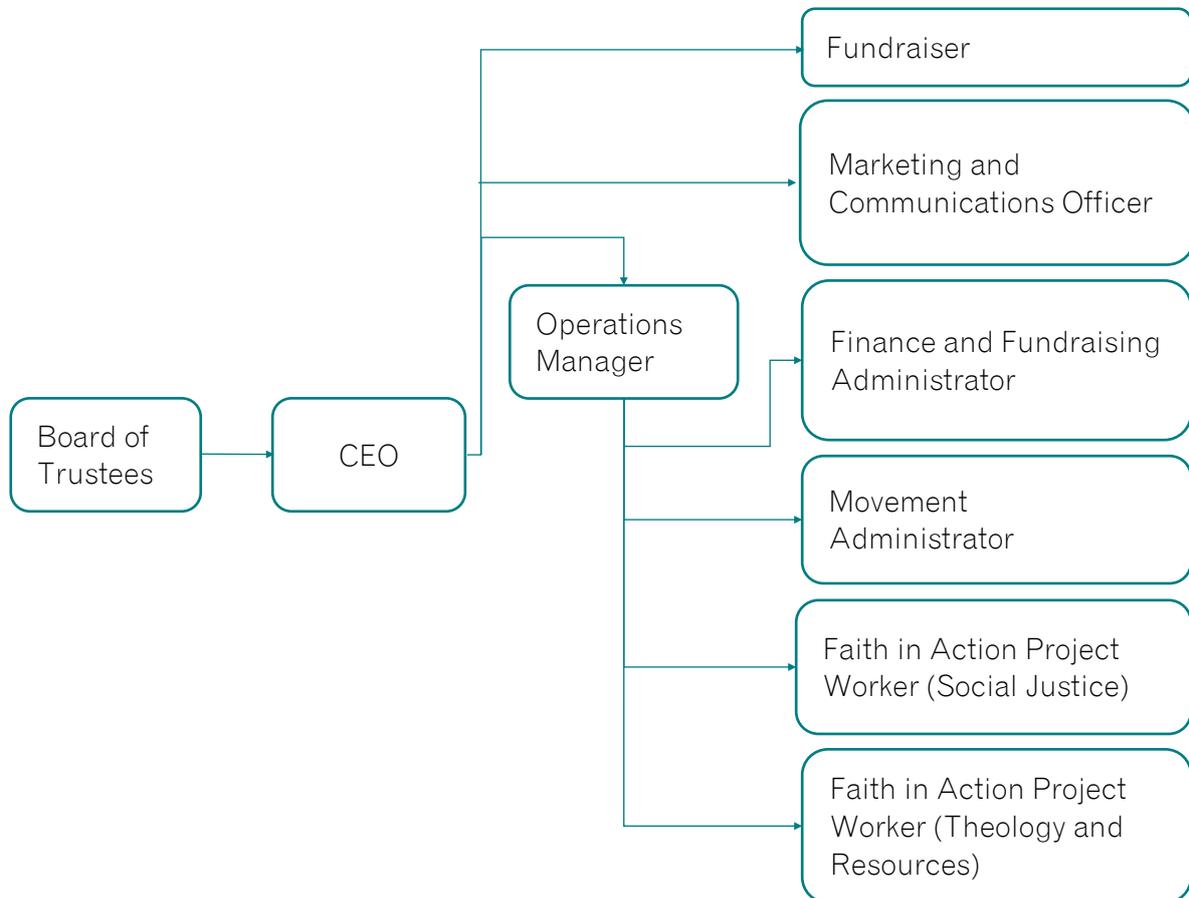
General Council is the group that makes sure that all of the different parts of the movement fit together, representing the members of SCM and influencing areas of SCM's work. Some members of General Council are also the Trustees of SCM.

Decisions are made by GC in the following areas:

- Setting the strategic plan and ensuring that the charity is well run
- Recruiting and managing staff
- Setting budgets and monitoring finances
- Working with national and global partners
- Creating organisational policy.

General Council are supported by an advisory board called the Council of Reference. The Council of Reference provides advice to the trustees on matters such as strategy, finance and staffing, and is made up of volunteers, some of whom are former members of SCM.

The day to day running of SCM is delegated to the staff team. Staff work to support students, local SCM communities, chaplaincies and churches by running events, offering training, and providing resources and advice. The staff team also fundraise to support the work of the movement and look after the day to day administration of the charity.



Some staff are home-based, though they do work from the SCM office in Birmingham occasionally. Others are based predominantly in the office and sometimes work from home for part of the week in line with our Hybrid Working policy. Throughout the working week the team keep in touch with one another through daily check ins via Teams and a weekly team meeting.

ABOUT THE ROLE

- **Job title:** Finance and Fundraising Administrator
- **Responsible to:** Operations Manager
- **Remuneration:** £18,018-20,000 (pro rata) depending on experience
- **Hours:** 17.5 hours per week, ideally to be worked over four days
- **Location:** Birmingham Office, though Hybrid Working will be considered
- **Contract:** Permanent, on completion of a six month probationary period
- **Benefits:** 34 days annual leave per year (pro rata) plus closure days over the Christmas period, enhanced sick pay and family leave pay, paid leave for dependents, pension contributions, flexible working.

The main duties of this role include:

- Recording the fundraising activity of donors on a database and maintaining donor records.
- Sending out thank you letters and supporting the Fundraiser with appeal mailings.
- Supporting the Fundraiser to prepare monthly fundraising progress reports.
- Ensuring that all financial transactions are recorded on the accounting software (QuickBooks), including creating invoices.
- Administering the day to day financial activities of the charity, paying bills and expenses claims using online banking and ensuring monies received are banked promptly.
- Maintaining the smooth running of the office by undertaking a range of administrative tasks including dealing with post, staffing the telephone, arranging travel and accommodation and maintaining stocks of stationery as required.
- Undertaking any other tasks as required commensurate with the post, such as taking minutes of meetings.

The above is not an exhaustive list of duties and you will be expected to take on different tasks in consultation with your line manager as the needs of the charity evolve.

The role may require some travel within the UK which may also include overnight stays, for example attendance at SCM events. All reasonable expenses for travel and accommodation will be reimbursed. Some evening and weekend work may be required for which time off in lieu will be given.

WHO WE'RE LOOKING FOR

The ideal candidate will be able to demonstrate the following:

Knowledge and Experience

- Experience of working or volunteering in an office environment.
- Knowledge of QuickBooks or other accounting software such as Sage or Xero, or the use of Excel to record financial information.
- NVQ or similar in Administration or Bookkeeping (desirable)
- Experience of using a database such as CiviCRM (desirable)

Skills and Abilities

- Excellent organisation skills and attention to detail, with an ability to maintain administrative processes efficiently.
- Good literacy and numeracy skills.
- Good written communication skills with the ability to adapt copy to specific audiences.
- Good IT skills, including the use of SharePoint and Teams.

Personal Attributes

- Self-motivated with an ability to work on own initiative and work proactively in key areas of responsibility
- A willingness to work flexibly and collaboratively as part of a small team.
- A willingness to work some irregular hours, including evenings, weekends and possible overnight stays.
- Sensitive toward people of all Christian traditions, those of other faiths and those of no faith.
- A commitment to SCM's aims and values, including the ability to work inclusively with people regardless of age, disability, denomination, gender, ethnicity, sexual orientation, socio-economic background or belief.
- Committed to the safeguarding of children and adults at risk of harm.

Safeguarding and Safer Recruitment

The Student Christian Movement is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

Any job offer will be subject to the completion of safer recruitment processes including a Basic DBS check.

HOW TO APPLY

For an informal conversation about this role please contact Lisa Murphy, Operations Manager, by emailing lisa@movement.org.uk

If you wish to apply, please download an application form from our website at www.movement.org.uk/vacancies

Applications should be submitted electronically **in Word format** by email to applications@movement.org.uk before the closing date and time. Please ensure that you clearly state which role you wish to apply for.

Closing date for applications: 4th January 2022 at 5pm

Interviews to be held: from 10th January 2022

Start date: As soon as possible



The Student Christian Movement is a registered charity in England and Wales, number 1125640, and in Scotland, number SC048506.