

1. Membership administration

- 1.1 maintain and develop the membership database (Filemaker Pro)
- 1.2 organise membership renewals
- 1.3 respond to requests for information and materials
- 1.4 report to Executive and Management Committees on membership trends
- 1.5 analyse and report on results of membership questionnaire

2. Office management and administration

- 2.1 process mail and other incoming communications
- 2.2 assist with mailings of newsletters, leaflets, appeals, etc
- 2.3 recruit and manage volunteers
- 2.4 purchase supplies and services and liaise with landlord; represent Conscience at the landlord's quarterly centre development group meetings
- 2.5 manage the Conscience office ensuring its smooth running
- 2.6 maintain the IT network and back-up system
- 2.7 ensure the office is a clean and healthy environment and that the equipment is working and well maintained
- 2.8 maintain adequate insurance and compliance with health and safety, and fire regulations
- 2.9 maintain staff holiday and sickness records

3. Finance

- 3.1 assist the bookkeeper with day-to-day finance, and project-based finance when necessary
- 3.2 process cheques, and process and set up new standing orders, with assistance from book-keeper if needed
- 3.3 maintain records of standing order payments received and deal with queries regarding them
- 3.4 with the bookkeeper, check invoices and prepare monthly lists of non-regular payments to be authorised by the Treasurer
- 3.5 advise the Treasurer each month of any variations to the payroll and deal with related matters
- 3.6 assist the bookkeeper with periodic standing order reconciliations
- 3.7 administer petty cash, including monthly reconciliation
- 3.8 deal with other financial matters as agreed with the Management Committee and the Treasurer
- 3.9 with the bookkeeper, maintain and monitor budgets under the remit of the office co-ordinator and assist the Treasurer with the budget

4. Other

- 4.1 facilitate co-ordination of work responsibilities and duties among the staff
- 4.2 service committees, including prepare and circulate reports and papers, and taking and circulating minutes
- 4.3 maintain contact with other like-minded groups nationally and internationally

5. All staff

- 5.1 input into Conscience's overall strategic planning
- 5.2 ensure that the website is regularly updated with material from press releases, newsletters and other relevant publications
- 5.3 represent Conscience at meetings, respond to enquiries from the media, and generally act as the public face of Conscience
- 5.4 co-operate with other staff where areas of work overlap or relate
- 5.5 share skills with other members of the small staff team to ensure cover in times of absence
- 5.6 enhance organisational memory and ease transitions between staff by creating and maintaining transparent and backed-up systems and records with explanatory notes.

Person Specification

	Essential	desirable
Qualifications	Good standard of education, including English and maths	
Knowledge		Sympathy with peace movement and/or pacifist culture
Skills and abilities	<p>High standard of literacy and good written and verbal communication skills</p> <p>High degree of computer literacy, including sound knowledge of Microsoft Windows and Office, email and internet</p> <p>Ability and willingness to take an overview of the work of the campaign</p> <p>Ability to monitor budgets and outcomes</p>	<p>Ability to develop and work to a long-term strategy</p> <p>Ability to work in partnership and build relationships with a wide range of people with varying opinions and functions</p> <p>Understanding of accounts and financial systems</p>
Experience	<p>Experience of committee support work</p> <p>Experience of recruitment and management of volunteers</p> <p>Experience of dealing with suppliers</p> <p>Experience of office administration</p>	<p>Experience of campaign planning</p> <p>Experience of developing and maintaining information handling systems</p>
Personal qualities	<p>Meticulous attention to detail</p> <p>Systematic and organised approach to work</p> <p>Ability to work as part of a small team and on your own initiative</p> <p>Ability to manage your own workload</p> <p>Commitment to the aims of conscience</p> <p>Ability to attend some weekend and evening meetings (with time off in lieu)</p>	