



Justice & Peace

NATIONAL JUSTICE AND PEACE NETWORK JOB DESCRIPTION FOR ADMINISTRATOR

INTRODUCTION

NJPN membership currently includes representatives from diocesan Justice and Peace commissions or groups, religious and missionary orders with a special calling for justice and peace work, agencies and organisations engaged in work for peace and social justice, representatives of the Catholic Bishops' Conference of England and Wales, local J&P groups as well as individuals.

While the ethos of the network is strongly rooted in Catholic Social Teaching, many J&P groups around the country work ecumenically and others with inter-faith partners.

Most Catholic dioceses have Commissions or Coordinating Committees furthering justice and peace work in their diocese and a number employ a J&P fieldworker.

The Network has identified four areas of concern which will be the focus of our work for the coming year: movement of people; the environment; inequality - global and domestic; issues relating to peace.

NJPN seeks to be an Equal Opportunities Employer.

All procedures reflect our commitment to safeguarding of children and vulnerable adults.

THE JOB OF ADMINISTRATOR

Guided by the Executive Committee's priorities, the NJPN Administrator's job includes:

- a) Maintaining NJPN office to service members of the network and carrying out the necessary administrative tasks, including liaising with the Treasurer on aspects of bookkeeping and budgetary control;
- b) Arranging and servicing networking meetings and Executive Committee meetings, being present to offer information, to act as secretary and to arrange other outreach events;
- c) Provide administrative support in the organisation of the National Conference. Networking with members and other groups concerned for justice, peace and the environment to encourage sharing of information and good practice within our agreed priorities.
- d) Co-ordinating resources such as newsletter, website and information base;
- e) Attending some external meetings on behalf of the network, as appropriate.

KEY RESPONSIBILITIES

To work as guided by the Executive to ensure that progress is made towards achieving the following:

1. Administrative support to the National Justice and Peace Network

This will involve:

- ❖ Providing secretarial and administrative support for the Executive in its preparation for NJPN networking meetings, circulating minutes of and materials from those meetings as necessary to groups and contacts.
- ❖ Liaising with NJPN members, working parties and contacts to ensure an effective flow and exchange of information.
- ❖ Supplying information for the website
- ❖ Working with Executive members and Media and Marketing Group to produce documents such as an annual report and working as part of an editorial team.
- ❖ Being responsible for day to day administrative tasks, liaising with the Treasurer regarding NJPN finances.
- ❖ Responding to and recording (as appropriate) incoming and outgoing communications in line with current data protection legislation.

2. Co-ordination of NJPN Annual Conference

This will entail working with the Conference planning team and volunteers, following planning guidelines:

- ❖ co-ordination of the activities of the Conference working party
- ❖ promotion and publicity before Conference
- ❖ Handling bookings and registering participants effectively
- ❖ Maintaining Conference database
- ❖ Liaising with Conference Centre
- ❖ Preparing Conference packs
- ❖ Conference follow-up work

Accountable to:

The Administrator will be accountable to the Chair and Executive of NJPN. This will involve regular contact with the Chair and with members of the Executive where necessary.

Management support and claims for expenses incurred need to be agreed with the Chair.

The registered office of NJPN is at Catholic Bishops' Conference of England and Wales, 39 Eccleston Square, London SW1X 1BX. Some flexibility with the place of work is possible.

The Administrator will need to liaise with the relevant personnel of the General Secretariat of the Bishops' Conference on day-to-day practical matters.

Travel within England and Wales will be necessary, as will some attendance at weekend and residential meetings.

Terms and Conditions

Contract:	A permanent post subject to funding, including a nine-month probationary period.
Salary:	Support A on the CAFOD scale, £26,227 pro rata with 5 annual increments to Scale 5. This includes London Weighting.
Hours:	15 hours per week (Full time equivalent 35 hours). This will involve some evening and weekend work.
Holidays:	28 working days, pro rata, per annum plus statutory holidays (plus 5 days pro rata, determined by NJPN, at Christmas/Easter)
Pensions:	A pension will be negotiated in line with current legislation.
Notice period:	After completion of the probationary period: One month by the employee; one month rising by one week for each year worked up to twelve years, and three months thereafter by NJPN. (Have amended this to correspond with what is in the contract).
Access:	If you have a disability please notify NJPN. NJPN's office is at 39 Eccleston Square, where floors are accessible by a passenger lift. There are steps up to the entrance of the building, a ramp is available if needed.
Disabilities:	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.
Location:	The Bishop's Conference of England and Wales contributes a shared office and facilities to NJPN at 39 Eccleston Square, London SW1V 1BX. Some flexibility will be required, with the possibility of some home-working.

NJPN seeks to be an Equal Opportunities Employer.

Recruitment and selection procedures reflect our commitment to safeguarding.

Completed application forms to be returned to:

The Chair, NJPN, 39 Eccleston Square, London SW1V 1BX

Closing date for applications: 15 October 2018

Interviews scheduled for 24 October 2018.

September 2018