



Tyndale House is a global centre for evangelical research on the Bible. Founded in 1944, it possesses one of the world's finest libraries for biblical research, filled with around 55,000 scholarly volumes on the language, culture, history, and meaning of the Bible. It is also a residential and worshipping Christian community, providing accommodation for researchers in a large Edwardian house and surrounding buildings. The readership consists of around 20 PhD students who stay for 3-4 years, with a further 30-40 visiting and local scholars, pastors and writers.

There is space for up to 58 scholars to research in the Library, and accommodation for up to ten families, or couples, and twelve additional single rooms. Tyndale House employs research staff who conduct primary research on the Bible, it publishes the journal the Tyndale Bulletin twice a year, and organises an annual conference for its scholarly society the Tyndale Fellowship. Tyndale House also has a centre for research in ethics and public policy, the Kirby Laing Institute for Christian Ethics.

Situated less than a mile from the centre of Cambridge it is surrounded by buildings of the University of Cambridge with which it shares strong academic links. It is just 300 yards from the University's Faculty of Divinity, 0.6 miles from the Cambridge University Library, and has about 100 academic libraries within a 2 mile radius.

#### ADMINISTRATION OFFICER

- Salary £25,000 – £26,000
- Location Cambridge
- Job Type Permanent

#### Job Description

Tyndale House is seeking an experienced Administration Officer to provide administrative support in a comprehensive professional service to the Tyndale House team. This is a new role in an organisation which is growing and expanding and there will be scope for the right candidate to shape the position to suit their strengths.

The role will involve day-to-day administrative support such as diary management, organising meetings, preparing agendas, minute taking, assisting with the administration of databases as well as taking an active and supportive role with Tyndale House and KLICE events and conferences.

The successful candidate will have exceptional administration skills, previous experience in a similar role, be highly motivated, organised and full of initiative. He/she will have the ability to work as part of a team and relate well with staff and the general public. An excellent working knowledge of Microsoft Office packages is essential.

There is an occupational requirement for the post-holder to be an Evangelical Christian as they will be supporting the Senior Leadership Team and other senior staff in maintaining and developing the Evangelical Christian ethos within Tyndale House.

**Closing date: 12pm on Friday 2<sup>nd</sup> March 2018**

**Interview date: Interviews will take place during week commencing 5<sup>th</sup> March 2018**



# TYNDALE HOUSE CAMBRIDGE

*Biblical Scholarship for the World Church*

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Administration Officer</b>
<b>Responsible to:</b>	PA to the Senior Leadership Team
<b>Hours:</b>	Full Time
<b>Salary:</b>	£25,000 - £26,000 per year (dependent on experience)

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### Overall Purpose:

Tyndale House is seeking an experienced Administration Officer to provide administrative support in a comprehensive professional service to the Tyndale House team. This is a new role in an organisation which is growing and expanding and there will be scope for the right candidate to shape the position to suit their strengths. There is also the possibility of occasional travel within and outside the UK, although this will be discussed as appropriate with the successful candidate.

The role will involve day-to-day administrative support such as diary management, organising meetings, preparing agendas, minute taking, assisting with the administration of databases as well as taking an active and supportive role with Tyndale House and KLICE events and conferences.

The successful candidate will have exceptional administration skills, previous experience in a similar role, be highly motivated, organised and full of initiative. He/she will have the ability to work as part of a team and relate well with staff and the general public. An excellent working knowledge of Microsoft Office packages is essential.

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### Principal Accountabilities

#### 1. Administration

- 1.1. General office duties, such as answering the phone, responding to general enquiries, opening mail, photocopying and printing documents, word processing correspondence for the KLICE Director and Senior Leadership Team
- 1.2. Organise and implement meetings under the direction of the PA to the Senior Leadership Team, including scheduling, liaising with various parties and production and organisation of any paperwork
- 1.3. Take minutes for certain staff and external meetings
- 1.4. Help with arrangements for visiting scholars and organisations
- 1.5. Administration of upcoming KLICE publications including liaison with authors, ensuring chapters are submitted in a timely manner and monitoring project timelines

## **2. Database support**

- 2.1. Assist with the maintenance of records on the Tyndale HR and contact databases
- 2.2. Diarise and monitor the staff appraisal timetable
- 2.3. Record and collate data from donors and affiliated organisations

## **3. Events**

- 3.1. Organise, under the direction of the PA, hospitality and of site accommodation for meetings and events (including ordering and collecting food on occasion)
- 3.2. Provide administrative support for the organisation of Tyndale House and KLICE events
- 3.3. Administrate event/conference bookings and enquiries (i.e. Tyndale Fellowship Conference, KLICE events).
- 3.4. Liaise with the Hospitality and Facilities team to ensure the smooth running of Tyndale House events and conferences.

## **4. General**

- 4.1. Provide occasional front office cover
- 4.2. When required, make coffee and tea for readers for afternoon and morning refreshment breaks
- 4.3. Support the PA to the Senior Leadership Team to book travel, accommodation and conferences for staff
- 4.4. Participate in specific internal projects as agreed
- 4.5. Other tasks as they arise and are agreed which are necessary to fully fulfil the role
- 4.6. Able and willing to participate in areas of the wider working life of Tyndale House, including social occasions with residents and readers

## **5. Key Skills and Experience**

- 5.1. Self-motivated, proactive and well-organised
- 5.2. Able to multitask in order to meet tight deadlines
- 5.3. Excellent customer service skills
- 5.4. Able to prioritise a varied and busy workload
- 5.5. Able to analyse problems and find efficient solutions
- 5.6. Good team member, with interpersonal sensitivity
- 5.7. Able to deal with confidential matters appropriately
- 5.8. Able to take accurate minutes of meetings
- 5.9. High level of secretarial competences and office procedure skills
- 5.10. Excellent working knowledge of MS Office applications
- 5.11. Excellent organisational skills
- 5.12. Good level of numeracy and literary skills
- 5.13. Preferably educated to Degree standard or equivalent experience, with 2+ years working in a similar role