

The Spiritual Exercises of Ignatius & The Art of Spiritual Direction

Ignatian Spirituality Course Part-time Administrator

The Ignatian Spirituality Course (ISC) is an ecumenical Christian course training women and men to be spiritual directors. It is a three-year course operating in person at the London Jesuit Centre (LJC), in Mayfair, Central London, and online also.

The Course is taught by a team of 18 tutors, led by two directors. The course has over forty students, with those following the online course accessing the teaching on Zoom from all over the world.

The Course Administrator is a central part of the team, directly involved with course maintenance and operation, facilitating the delivery of the course through the handling of students' fees, payment of tutors and the administration of meetings. The administrator supports access to website resources by students, as well as facilitating management of the website as an aid to marketing the course alongside social media, for which they are also responsible. The role is line-managed by the course directors.

The role is currently 5-6 hours per week (equivalent), rate: £20 per hour.

We would welcome expressions of interest, with a covering letter/email and CV, with a view to creating a shortlist at the end of May to interview shortly afterwards.

Job Description

1. To be responsible for all matters concerning the Course(s) administration, working in close collaboration with the Course Directors and Year Leaders.
2. To organise advertising of the Course as agreed by the staff (using e.g. Mailchimp, Eventbrite) and submitting material for inclusion in the London Jesuit Centre Newsletters, and in any printed and digital periodicals as deemed appropriate.
3. To manage routine maintenance of the website, ensuring that teaching materials and other documents saved on the website are kept up to date. To ensure where necessary that some printed application forms, recommendation forms and hard copies of the course brochures are available when requested.
4. To process enquiries and applications for the Course: to arrange interviews and provide staff with preparatory papers. Also to issue formal documentation for people joining the course and to liaise with tutors about admission criteria, where necessary redirecting them to tutors with detailed questions about course content.
5. To keep a record of and regularly contact past enquirers / withdrawn participants; enquire about their joining or re-joining the course; observe all data protection guidelines and requirements; safely dispose of personal information and past student records as appropriate.
6. To prepare invoices for course participants and to issue account statements and receipts upon request.
7. To record and receive Course fees, including cashing cheques, and to liaise with the Treasurer on bank transactions. To monitor the payment of fees by students and to ensure that the course collects fees as they fall due.

The Ignatian Spirituality Course

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8. To set up online payments and arrange the due authorisation process with regard to bank signatories. Also to handle any queries from the treasurer to assist with the preparation of the year end accounts.
9. To prepare and circulate agendas for staff meetings to all staff; to minute staff meetings and distribute minutes for all meetings to all staff.
10. To deal with general enquiries, which will include those from students and staff, and to pass any occasional requests for spiritual directors to the appropriate member of staff.
11. To issue letters other relevant documentation to new and continuing students each summer, to liaise with tutors about progression of students through the course, and to prepare and send out certificates to students completing the course.
12. To be responsible for the administration of the triennial Lecture Day. If required, to promote and administrate any extra short courses from time to time.
13. To promote and administrate introductory open mornings/afternoons in spring as part of recruitment to, and promotion of, the course.
14. To keep the ISC Directory, email lists and contacts list up to date.
15. To liaise with the House Administrator of the London Jesuit Centre on term dates and on subsequent requests for room bookings for meetings and interviews, and any other events as required.
16. To assist Directors and Staff in the delivery of the Course and its ongoing development.

Person specification and character:

- Good admin and IT skills; word, excel etc. (essential); willingness to work with Eventbrite, Google drive, Dropbox, and openness to embrace online administrative tools as they become available and are deemed useful to the course.
- Experience of meetings administration (preparing agendas and other papers, taking minutes etc).
- Good interpersonal skills, including person to person, email, telephone etc.
- A willingness to work flexible hours and to be available on agreed dates. This may include occasional short notice requests by negotiation.

Other:

- To undertake training to achieve the competencies required for the post.
- To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation.
- To undertake other duties appropriate to the post as directed.
- Appointment to begin from the end of the Summer term (c. July 1st 2024) to enable an appropriate handover by the current Administrator