**JESUS COLLEGE**

**JOB DESCRIPTION**

This job description is a guide to duties the post holder may be required to undertake but does not form part of their contract of employment and may vary from time to time to reflect changing circumstances.

<table>
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<tr>
<th>JOB TITLE:</th>
<th>Secretary to the Dean and the Chapel Office (up to 20 hours per week)</th>
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<tr>
<td>DEPARTMENT/TEAM/LOCATION:</td>
<td>Chapel and Choir</td>
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<td>REPORTS TO:</td>
<td>Dean of Chapel</td>
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<td>STAFF RESPONSIBLE FOR:</td>
<td>N/A</td>
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<td>TERM OF APPOINTMENT:</td>
<td>One year fixed term appointment.</td>
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**MAIN PURPOSE OF THE JOB:**
To provide a professional, efficient and comprehensive administrative service for Chapel activities, and to provide secretarial support to the Dean of Chapel. This position works closely with the Chapel and Choir Administrator who is usually the central point of contact for enquiries about the Chapel, services, concerts, and most events.

**KEY TASKS AND RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO**

**Chapel Administration**
- Day to day management of the online Chapel Diary, in close liaison with the Choir Administrator.
- Processing of internal and external bookings. This will include responding to enquiries in consultation with the Dean of Chapel, effective record keeping and liaising with other College departments, including the catering department as necessary. Such events include weddings, baptisms, memorials, and the Advent and Christmas carol services.
- Preparation of the Chapel Card each term and arranging for its printing, publication and distribution, including publication on the website.
- Production and copying of service sheets each week in full term, in conjunction with the Choir Administrator.
- Production and copying of sermon booklets and chapel history booklets.
- Production and display of posters and notices on JNet and notice boards as required.
- Maintenance of mailing lists and the distribution of information regarding chapel events to students, fellows, and staff.
- Maintenance of Chapel pages on the website and intranet.
- Coordinate with the appropriate College departments over requests for tours of chapel, photography, and filming.
- Oversight of the chapel collections on a weekly and termly basis, ensuring that it is accurately recorded and deposited.
- Coordination of invitations and logistics for visiting preachers and any visitors from parish livings in conjunction with the Dean of Chapel.
- Maintenance of the Chapel service handbook/ register.
- Liaison with the Housekeeping Department to ensure the cleanliness and tidiness of the Chapel are maintained to the highest possible standards.
- Ordering and stock control of Chapel stationery, candles, and clothing.
- Ensuring that Chapel ‘whites’ are laundered as required.
- Prepare a list of catering requirements for each term in consultation with the Dean of Chapel and confirm arrangements with the Catering Department.

**Secretarial Support**
- Provision of secretarial support to the Dean of Chapel, and when required the Assistant Chaplain and Director of Music (in the Choir Administrator’s absence).
- Taking of minutes at meetings as required by the Dean of Chapel.
- Administration of the Rustat Trust under the direction of the Dean of Chapel. This involves answering queries, sending out application forms, advertising in appropriate media, processing information from application forms, liaison with the Finance Department on the payment of awards, and the production of a list of agreed grants. This is heavily concentrated in the period leading up to the deadline of 1st December for applications.

**ADDITIONAL RESPONSIBILITIES:**
- Any other task as may be required from time to time as directed by the Dean of Chapel or the Director of Music, commensurate with the role, level of responsibility and person specification.