



Job Title: Department Administrator - Publishing

Reporting to: Director of Publishing

Contract: Full Time (37 hours per week) | £21,000 PA plus pension benefit

Start Date: As soon as possible / Negotiable

Location: Carlisle, Cumbria

Job Purpose: To support the Director of Publishing and the Publishing Department in a variety of administrative tasks. The role will require you to manage the communications, schedule and travel requirements of the Director as well the administrative support of related financial tasks and HR responsibilities for the department.

Job Description: Responsible for supporting the Director of Publishing who heads up an international team that publishes over 50 titles per year, the candidate will ensure the smooth management of the Director's communications, schedule, travel and administrative tasks relating to the Publishing Department. Acting as a point of contact between staff, clients and other external partners, as well the senior leadership in the wider organisation, the candidate will empower the ongoing work of the publishing ministry.

The role will not only consist of the daily and weekly management of communications and scheduling for the Director but also the administrative support related to finance tasks, such as expense and budget reports, and HR responsibilities, such as staff care and development.

The successful candidate will be someone who is pro-active, has a high level of business awareness, a can-do and diplomatic attitude, and will enjoy working in the Christian publishing industry.

Key Responsibilities

- Manage communications for the Director, including agendas, mail, email, calls, travel arrangements, and other organisational logistics.
- Coordinate complex scheduling and extensive calendar management, as well as the management of content flow of information to staff and external partners.
- Manage, coordinate, and arrange the travel and travel-related activities of the Director, as well as the team when required, including hotel and transportation booking, meal coordination and visa administration.
- Provide administrative and office support such as minute taking, dictation, spreadsheet and report creation as well as keeping the organisational databases up-to-date.
- Organise team communication and plan events, both internally and offsite.
- Administer the daily, weekly and monthly schedules of payments and expense reports which the Director is responsible for.
- Editing and proofing of major communications from the Director such as publicly posted statements, official reports and presentations.
- Managing the recruitment process of new staff and supporting the Director in the development and progression of personal development of existing staff.

General Responsibilities

- Attend team meetings both virtually and in person.
- Assist with any events relating to publishing, and where reasonably required, travel for such events (both nationally and internationally).
- Assist with publishing related tasks.
- Be based in the Carlisle office.
- Attend any office or corporate meetings or events.
- Undertake any other duties as are reasonably required by the Director of Publishing.