

JOB DESCRIPTION: ICON SCHOOLS ADMINISTRATOR

JOB SUMMARY

The ICON Schools Administrator will work closely with the Reconciliation Learning Lead to support the growth, communication, and engagement of the International Cross of Nails Schools (ICONS) Network. This part-time role focuses on administrative tasks that underpin network communication and relationship building.

JOB DETAILS

Job Title: ICON Schools Administrator

Location: Coventry Cathedral

Hours: 17 hours per week (2.5 days flexible), Term Time only

Salary: £9625

Contract Type: Permanent, Part-time, Term Time Only

Line Manager: Reconciliation Learning Lead

KEY RESPONSIBILITIES

- Advertising and servicing network meetings online and occasionally in person.
- Keeping web pages relating to ICONS activity up to date.
- Helping deliver the social media plan.
- Supporting the development, marketing, delivery, and evaluation of ICONS training courses.
- Creating and distributing half-termly newsletters.
- Supporting the team in preparing events and workshop 'set up'.
- Administering reconciliation finance processes.
- Administering the ICON Schools application process and Cross of Nails presentations.

PERSON SPECIFICATION

Essential:

- Strong administrative and organisational skills.
- Experience with digital communication tools and social media.
- Ability to manage multiple tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office

Desirable:

- Experience working in education or with school networks.
- Understanding of reconciliation and peacebuilding initiatives.
- Proficiency in web content management.

ABOUT COVENTRY CATHEDRAL AND ICONS NETWORK

Coventry Cathedral is renowned for its work in reconciliation and peacebuilding. The International Cross of Nails Schools (ICONS) Network is a global community of schools committed to promoting reconciliation, peace, and justice. This role supports the ongoing development and engagement of this inspiring network.

APPLICATION PROCESS

To apply, please submit a CV and a letter of application to emma.griffiths@coventry.anglican.org by 4pm on 19th September 2025. Interviews will be held on Wednesday 24th September 2025.

EQUAL OPPORTUNITIES

Coventry Cathedral is committed to being an inclusive employer. We welcome applications from all suitably qualified individuals regardless of race, gender, disability, religion/belief, sexual orientation, or age.