

ADMINISTRATION ASSISTANT - JOB DESCRIPTION

Location	Riverside Vineyard Church The Vineyard Centre, Air park Way, Feltham, Middlesex, TW13 7LX
Department	Administration & Facilities
Reports to	Tatiane Belo – Senior Administrator
Pay	To be agreed
Hours of work	17.5 hours per week

RESPONSIBILITIES & DUTIES

- Administration for Sunday services including printing, photocopying & shopping, etc., ensuring supplies of fliers etc. are maintained, posters are up to date, reception desk & information points are in good order
- Procurement of office & ministry supplies including stationary, meeting with suppliers as necessary
- Procurement of catering supplies for services, ministries & staff kitchen, ensuring stocks are managed
- Oversight of office equipment including photocopiers & printers, ensuring supplies are available & equipment maintained
- Managing stationery for the church centre
- Initial contact for General Data Protection Regulations (GDPR) compliance
- Arrangement of staff events and meetings
- Welcoming people to the church centre, answering the phone & directing enquiries, helping with general office email enquiries
- Ensuring the staff kitchen is stocked and maintained
- Attendance at operational, administrative, prayer and training meetings as applicable
- Any other administrative and/or reception duties as required

Other requirements

- Able to carry our church's culture, values & practices, complying with our operating policie/procedures
- As part of our growing, missional church community, to contribute to the effective running and development of Riverside Vineyard Church
- To demonstrate a clear, personal commitment to the Christian faith*
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line Manager

KEY FACTORS

Knowledge, Skills, Experience: Proven organisational ability
 Excellent numeracy and literacy and communication skills
 Proficiency in MS Office, email and Internet usage
 Experience of working with a database an advantage
 Able to prioritise a busy workload and use own initiative
 Ability to work as part of a team

Administration Team: You will be working as part of the Administration & Facilities Team

Financial Responsibility: You will oversee the budgets for stationery, catering and postage

*The genuine occupational requirement for this post is implemented under the Employment Equality (Religion and Belief) Regulations 2013