

## ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

<b>Location</b>	Riverside Vineyard Church The Vineyard Centre, Air park Way, Feltham, Middlesex, TW13 7LX
<b>Department</b>	Administration & Facilities
<b>Reports to</b>	Tatiane Belo – Senior Administrator
<b>Pay</b>	To be agreed
<b>Hours of work</b>	17.5 hours per week for an initial period of one year

### RESPONSIBILITIES & DUTIES

- Oversight of room bookings for the whole church centre
- Liaising with the facilities staff to ensure the church centre operates smoothly for both ministry needs and external clients who are hiring space
- Liaising with pastoral & ministry staff to ensure space for ministry projects, meetings & events are in place
- Day-to-day management of existing, external room hire clients, ensuring their needs are understood & questions answered, bookings processed and information passed to the finance administrator
- Arrangement of staff events & meetings e.g. monthly staff breakfast, birthday celebrations, staff meetings, etc.
- Day-to-day oversight of office & reception volunteers & work experience placements
- 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 policies/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

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