

## Job Description: Administrative Assistant

<b>Job title</b>	Administrative Assistant (Maternity Cover – 1 year fixed term contract)
<b>Hours &amp; Start Date</b>	Hours: 14 hours/ week (open to requests for flexible working pattern) Start Date: September 2022
<b>Salary &amp; Benefits</b>	Salary: £10,000 p.a.  Benefits: 10% employer pension contribution; 25 days holiday plus bank holidays (pro rata), income protection & life assurance (on completion of probation)
<b>Job Purpose</b>	Responsible for providing administrative support to the Senior Leaders, Leadership Staff and lay leaders, to enable the smooth running of church operations and ministries and ultimately to support the church in achieving its vision.
<b>Report to</b>	The Senior Leaders (Pastors) of SWLV Church
<b>Dimensions</b>	<ul style="list-style-type: none"> <li>• Responding effectively and efficiently to the administrative needs of the Senior Leaders, Leadership Staff and lay leaders</li> <li>• Ensuring that church sites, such as the Office and The Yard, are suitably resourced and ready for the ministries or work taking place</li> <li>• As a client facing representative of the church (speaking to members of the congregation, ministry users, and external contacts), understand Christian and church terminology, understand what we do and why we do it, and promote and encourage joining the Sunday Services</li> <li>• Promoting and carrying out tasks that ensure compliance with GDPR and health &amp; safety legislation</li> </ul>
<b>Key Responsibilities/ Tasks</b>	<p><b>Office support</b></p> <ul style="list-style-type: none"> <li>• Assisting with event management and logistics for one-off (i.e. weekends away) or regular events (i.e. an Alpha series/ termly Leaders' meetings), as directed, providing leaders with the information that they need to make event decisions, liaising with venues and ensuring that equipment and resources are available as required</li> <li>• Supporting lay leaders with their administrative needs as they run their Small Groups. This could include sourcing and managing venue bookings, creating booking systems/information gathering tools using ChurchSuite, printing or supplying resources and event management</li> <li>• Assisting with newcomer integration flow management, whether by managing the communications received from Leadership Staff, communicating directly about newcomer events or answering queries about the church</li> <li>• Proofing external communications on behalf of the Senior Leaders, Leadership Team and lay leaders to help ensure information being communicated is correct</li> <li>• Managing the stock levels at the office, The Yard and at Sunday services by buying or replacing items as directed. This may include purchasing or sourcing supplies needed by the Growbaby ministry, replacing first aid kit stocks and purchasing stationery to ensure that activities are run effectively</li> <li>• Managing or setting up appointment booking systems for certain ministries i.e. Job Club or Growbaby appointments, on behalf of the ministry leaders, acting as the point of contact in the office for arranging these</li> </ul>

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<p><b>Key Responsibilities/ Tasks (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Processing the weekly Growbaby forms and keeping the stock inventory up to date, so that the leaders can understand the impact of the ministry and the accountants can correctly value the stock</li> </ul> <p><b>HR &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintaining accurate data in ChurchSuite (our church database) by updating and adjusting data received from congregation members or staff, and responding to day-to-day GDPR enquiries to ensure that data protection obligations are met</li> <li>• Liaising with staff and volunteers to ensure DBS checks are being processed in a timely manner and Safeguarding obligations are met</li> <li>• Processing and creating HR forms (i.e. holiday, sickness forms) and keeping the relevant calendars and spreadsheets up to date, to ensure contractual and legislative obligations are met</li> <li>• Carrying out routine health and safety checks at the Office and promoting health and safety requirements to staff members and leaders at The Yard and on Sundays, to ensure compliance with Health &amp; Safety policy and the guidance received from external health &amp; safety consultants</li> <li>• Managing insurance policies, particularly at the point of renewal, and processing any claims, gathering the relevant information to submit these in a timely manner</li> <li>• Liaising with third party contractors (i.e. cleaners, maintenance workers, PAT testers) to ensure the church sites are clean and maintained in accordance with legislation and guidance</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Responding to telephone and email enquiries, directing individuals appropriately or answering general queries about the church, in a warm and helpful manner, promoting the church and its vision</li> <li>• To undertake such other duties as may reasonably be required by the Church from time to time</li> </ul>
<p><b>Context of Role</b></p>	<p>The Church organisation is being developed currently with the opportunity to consider the best deployment of staff resources. The SWLV Pastoral Team comprises the two full-time Senior Leaders, and two part-time Assistant Pastors. The Finance provision is due to be outsourced and an Administrative Assistant (this role) is being arranged to cover the maternity leave of an existing employee. Longer-term, the Trustees are considering proposals for a part-time Children and Youth Intern and another part-time post covering communications and media. In addition, HR and Legal Services are already out-sourced.</p>
<p><b>Knowledge and experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience managing events or projects – including the scoping, planning, delivery and evaluation</li> <li>• Ability to maintain multiple long-term and short-term projects at the same time</li> <li>• Experience in delivering excellent administrative support within a team environment, managing the expectations of the team, proactively communicating progress and potential issues</li> <li>• Excellent written and verbal English and an ability to produce written and verbal communications, adapting them to suit different purposes or audiences</li> <li>• Client facing experience</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to promote and communicate the vision and aims of the church in communications</li> <li>• A working knowledge of Microsoft Office software</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of safeguarding and DBS processes</li> <li>• Knowledge of GDPR regulations and Health &amp; Safety requirements</li> <li>• Experience of working in a church environment</li> <li>• A working knowledge of ChurchSuite</li> </ul>	
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• At ease with people of all types</li> <li>• Attention to detail</li> <li>• Capable of collaborating</li> <li>• Communication skills</li> <li>• Competent</li> <li>• Data processing</li> <li>• Deadline-oriented</li> <li>• Discretion &amp; Integrity (dealing with confidential information)</li> </ul>	<ul style="list-style-type: none"> <li>• Effective listener</li> <li>• Flexible</li> <li>• Focused</li> <li>• Learner – willing to learn new skills</li> <li>• Organised</li> <li>• Planning &amp; organising</li> <li>• Project Management Skills</li> <li>• Reliability</li> <li>• Understanding of GDPR, Company &amp; Charity governance &amp; regulations</li> </ul>