

ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

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| Location | Riverside Vineyard Church The Vineyard Centre, Air Park Way, Feltham, Middlesex, TW13 7LX |
| Department | Administrative Assistant |
| Reports to | Tatiane Belo |
| Pay | To be agreed |
| Hours of work | Part time - 21 hours per week |

RESPONSIBILITIES & DUTIES

- Welcoming people to the church centre, answering the phone & directing enquiries, helping with general office email enquiries
- Support of External and Internal room bookings for the church centre and external conferencing
- Liaising with facilities staff and Volunteer to ensure the church centre operates smoothly for both ministry needs and external clients who are hiring space
- Sunday service administration, including printing, photocopying, uploading talks, preparation of slides, etc.
- Attendance at administrative & facilities meeting, prayer and training meetings as applicable
- Other reception duties, including taking deliveries and security awareness
- Managing stock levels for all church centre catering, stationery including re-ordering
- Oversight of office equipment including photocopiers, phones & printers, ensuring supplies are available & equipment maintained
- Any other administrative functions including GDPR awareness and compliance.

Other requirements

- Able to carry our church's culture of Christian values & practices, in all aspects of the role including interactions with contractors, church centre visitors, church members and staff team
- Able to play a full role in the Christian practices of the team, e.g. prayer & worship times
- Able to comply 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

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