

# Administration Assistant



<b>Job Title:</b>	Administration Assistant
<b>Location:</b>	Birmingham Vineyard Church
<b>Department:</b>	Office
<b>Reporting to:</b>	Pastoral Team Member
<b>Salary:</b>	£20,500
<b>Work Hours:</b>	35 hours per week with some flexibility to working hours

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## THE ROLE

The successful applicant will be a committed, competent and flexible individual able to undertake a range of administrative and practical tasks to enable the effective operation of Birmingham Vineyard Church. Birmingham Vineyard is a thriving, busy and multi-faceted Church which requires excellent teamwork as well as the ability to take individual responsibility for tasks and outcomes.

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## RESPONSIBILITIES AND DUTIES

### Administrative

- Telephone answering
- Responding to general enquiries
- Letter writing, filing, printing, photocopying, preparing and binding reports
- Production of event materials e.g. flyers, posters
- Database upkeep, including records of teams, small groups, and individual data
- Processing safeguarding applications and other confidential information essential to the running of the church
- Record keeping and production of stats and reports (e.g. for Trustees)

### Logistical

- Door answering
- Set up for events including equipment and refreshments
- Managing event volunteers
- Assisting with building upkeep projects
- Collating and updating service running orders and scripts and communicating with teams and service leaders ahead of Sundays
- Organising resources for teams at Sunday services and other events across different sites
- Collating and uploading notes for use by small groups each week
- Supporting speakers for Sundays and other events with resources such as slides
- Cleaning up and clearing up spaces after use
- Site stock checks and refreshing
- Ordering and receipt of goods
- Liaising with external hirers and others who use the building, resourcing and supporting them as necessary
- Opening up and closing down building in the absence of other events and staff

## **Integration**

- Connecting by dedicated telephone, text message and/or email with new people
- Encouraging & equipping new people to find small groups, serving teams and/or relevant courses to further their walk with Jesus
- Administrative support for Sunday welcome teams and Rooted courses

## **Supporting Church Ministry Areas**

- Participating in staff prayers, meetings and training aligned to the mission of the Church
- Providing ad-hoc administrative support to other ministry areas, in conversation with line manager
- As a member of staff, representing the mission of the Church, to the Church and the wider world

## **Other Responsibilities**

- Be able to comply with all the organisation's operating policies and procedures
- Represent and uphold the values and distinctives of the organisation
- Contribute to the effective running and development of the organisation
- Undertake any training or personal development as required
- Any other duties reasonably requested by your Line Manager

## PERSONAL SPECIFICATION

		<b>Essential</b>	<b>Desirable</b>
<b>Character</b>	Be a committed follower of Jesus with a vision and passion for the Church	✓	
	A servant heart and a team player	✓	
	Discreet and sensitive	✓	
	Commitment to the vision and aims of the church	✓	
	Friendly, hardworking, teachable, adaptable and fun	✓	
<b>Experience</b>	Proven experience in undertaking administrative tasks	✓	
	Experience of working in a team and according to own initiative	✓	
	Working with varied and constant demands	✓	
	Familiar with church operations		✓
	Be a member of Birmingham Vineyard Church		✓
<b>Knowledge</b>	Have a working knowledge of IT and website packages (e.g. Squarespace)		✓
	Have some knowledge or experience with HR processes and people management (voluntary or salaried)		✓
<b>Skills</b>	Able to work flexible hours with effective time management skills	✓	
	Ability to communicate effectively in writing and verbally to a variety of audiences	✓	
	Able to be hospitable and relate well to a wide variety of people	✓	
	Ability to work on own initiative and as part of a team	✓	
	Able to undertake physical tasks, moving boxes, setting out chairs, cleaning and clearing spaces	✓	
	Good IT skills – email, word processing, social media, cloud based applications	✓	
	Ability to take initiative, be self-motivated, plan own work load		✓

## TERMS AND CONDITIONS

### Work Pattern / Hours

The role is based upon 35 hours per week and the job holder will be required to:

- Primarily work office hours to provide cover to phones and callers
- Occasionally attend evening events and Saturday/Sunday events (with hours worked not to exceed an average of 35 per week over any given two-week period).

### Contract Period

This is a 2-year initial contract with a 6-month probationary period.

### Eligibility to Work in the UK

The job holder must be able to provide evidence of their eligibility to work in the UK prior to appointment and for the entire duration of employment.

### DBS Clearance

The job holder is required to obtain and maintain satisfactory DBS enhanced clearance for the entire duration of employment.

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## APPLICATIONS

If you would like to apply for this job, please email a CV including at least 2 references and a covering letter explaining how your skills and experience fit the job description. Please email [info@birminghamvineyard.com](mailto:info@birminghamvineyard.com) or call 0121 622 1230 if you would like more information.

The closing date for applications is Sunday 2<sup>nd</sup> January 2022

Initial interviews are provisionally planned for the week commencing Monday 10<sup>th</sup> January 2022