

ADMINISTRATION ASSISTANT

Job description

Job profile	
Job title	Administrator
Team/Department	Operations/Character School
Reports to	Operations Director/ Leadership Co-ordinator
Principle Location	St John's, Crawley
Travel required	Minimal, within local area
Full time or Part time (days per week)	Full time – Monday to Friday, 0900 – 1700 with some out of hours work required throughout the year
DBS check required (Yes/No)	Yes
Special conditions of employment	None
Salary	£20000
Start date	July/August 2022

Role context

The vision for St John's Crawley is the evangelisation of the nations and the transformation of society. Each member of staff plays a key role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture.

Role purpose

To assist the Operations team and Character School with administrative support to ensure the smooth running of St John's and our partnership and plant churches and the Character School. They will streamline church operational policies and ensure efficient and professional operational processes.

This role requires sympathy with the aims and practices of the Church of England and the ethos of our parish.

Key responsibilities

Operations

- Oversee room bookings and building hire across the Church family sites
- Administration for safer recruitment processes
- Administration of DBS checks for staff and volunteers
- Administration and bookings for annual family weekend away to Focus
- Recruit volunteers across the different ministries
- Develop and streamline systems and processes
- Churchsuite administration
- Manage email groups
- Monthly reporting of Church data
- Other administration tasks as required

Character School

- Working with creative team to create social media marketing for the course
- Administration related to recruitment of participants
- Preparation of course materials
- Room bookings and diary management for course attendees
- Communication to course participants
- Setting up venues as and when required
- Ensure resources are available for teaching sessions
- Other administration tasks as require

Role Scope	
People management	Volunteers, Leadership development course attendees
Key relationships – internal	All ministries
Key relationships – external	Suppliers, contractors
Essential and desirable skills, knowledge and experience required for the job	
Essential <ul style="list-style-type: none"> • Excellent communication skills, both written and oral • Good MS Word, Excel and PowerPoint skills • Good understanding and experience of creating and developing spreadsheets • Strong organisational skills • Flexible attitude • Good interpersonal skills • High attention to detail • Professional & high work ethic 	
Desirable <ul style="list-style-type: none"> • Experience using Churchsuite • Experience working in an office environment 	
Essential Characteristics	
<ul style="list-style-type: none"> • High Integrity • Honest • Dependable • Discreet • Conscientious 	

Working environment

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of

variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

Work expectations

- Full time – 5 days
- 6 month probationary period
- The role holder must be available to work at a selection of key events at St John's which could include Christmas services, Easter services and Annual Parish Church meetings when required and ad hoc Sundays
- Available to work at Focus (the church holiday in the summer, one week duration)
- Attend daily morning prayer
- Self-disciplined & punctual