

ADMIN ASSISTANT JOB DESCRIPTION PART-TIME (16 HOURS)

PURPOSE OF THE ROLE

To work closely with the Operations Team Leader, ensuring the smooth and efficient running of administrative systems, including children's and DBS administration, and managing internal and external communications, all in support of the vision of St Mary's.

Who might the role suit?

The role is dynamic, so the ideal candidate will thrive in managing a diverse range of priorities and tasks. A hands-on approach is essential, along with a willingness to engage in various activities. As part of a small, close-knit team, the right person will enjoy contributing to the collective success of the group. With a flat organisational structure, everyone plays an active role in supporting and covering major events, holidays, and other needs.

You will often be the first point of contact for individuals engaging with St Mary's, so providing exceptional personal service is crucial. Given the nature of the role, which involves access to confidential information, discretion and the ability to handle sensitive matters are a must. A genuine passion for the mission and vision of St Mary's is also important.

We are committed to continuous improvement and innovation, and the role encourages proposing new solutions and embracing change.

RESPONSIBILITIES

As part of the Operations Team, the Admin Assistant will be a key player in ensuring the smooth running and co-ordination of all church activities. They will be a strong communicator, working with a wide range of stakeholders. This role connects people and facilitates a variety of tasks.

Job Specification

This is an interesting and varied role, critical to the functioning of church life. Below are the key areas of responsibility:

General Administration

- Preparation for weekly services, including rotas, logistics, communications, and supplies.
- Follow-up with newcomers.
- Administer key church events (e.g., weddings, funerals, baptisms), working with families, clergy, and external stakeholders.
- Manage correspondence, including the 'Admin' email account and respond to general enquiries.
- Work with the team to maintain church databases.
- Order essential supplies for the office, church, centre, and events (e.g., cleaning materials, refreshments).
- Ensure the ChurchSuite database is up to date and generate reports as needed.
- Organise logistics and volunteer teams for special services and events (e.g., Christingle, Mothering Sunday).
- Provide diary management and support to the clergy and operations team.
- Cover for other administrative staff when needed, including reception duties and supporting bookings.
- Attend staff meetings regularly and implement agreed actions.
- Assist with the supervision and organisation of volunteers.
- As a key-holder, you may need to open or lock up the Church Centre.

Children, Youth & DBS/Safeguarding Administration

- Work with the Operations Team Leader, Youth and Children's Ministers, and Safeguarding Officers on:
- Preparing and maintaining rotas for children's groups.
- Ensuring accurate records of children's personal details and groups attended.
- Following up on any missing paperwork/information from parents and staff.
- Undertaking DBS and safeguarding administration, including processing DBS checks for volunteers and staff.
- Coordinating safeguarding training and ensuring compliance.

TERMS AND CONDITIONS

- This is a flexible part-time role, covering 16 hours per week during core office hours (Monday to Friday).
- The role offers 5 weeks of annual leave and a contributory pension scheme.
- Salary: £25,400 per annum adjusted pro rata.
- Prospective start date: week commencing 03/03/2025.

PERSON SPECIFICATION**Essential**

- Excellent communication and interpersonal skills.
- Enjoys working within a close-knit team.
- Strong administrative experience, with the ability to manage multiple deadlines and activities.
- Detail-oriented, with a determination to complete tasks thoroughly.
- A passion for customer service.
- Experience working with diverse stakeholders.
- Ability to balance both large-scale and small-scale priorities.
- Confident in IT and Microsoft Office software.

Desirable

- Active Christian faith and a passion for St Mary's mission.
- Familiarity with Church of England structures and practices.

Other requirements

- Two referees.
- Basic DBS check.

APPLYING

- To apply, please email a CV with a covering letter outlining your experience, skills, and why you would be successful in this role to: **Catherine Farrow** at catherine.farrow@stmaryreigate.org.