

Sutton Venue Administrator



Job Description

Main Purpose of the Role

To assist the Sutton Venue Leadership Team by providing excellent administrative support for all areas of church life.

Reports to:	Sutton Venue Leader
Liaises with:	Sutton Leadership Team, Everyday staff team, Sunday venue premises, Sutton churches and charities/partner organisations
Place of work:	You will be required to work from Everyday Church Wimbledon on Tuesdays, and you may be required to work at Everyday venues or other locations from time to time. Outside of Tuesdays there may be the opportunity for flexible working.
Days/hours:	This is a part-time position for 17.5 hours a week, including core hours of 10am-3pm on Tuesdays. A normal working day is 9am-5pm with an hour unpaid for lunch. Some hours will need to be worked in evenings for leaders meetings. This is a 12-month fixed term contract, with the possibility to become a permanent role.
Salary:	£14,085.53 - £14,975.14 (FTE £28,171.05 - £29,950.27) per annum, depending on experience

Key Responsibilities

Following up on tasks from leadership team meetings

- Emailing ministry leaders
- Emailing church members
- Liaising about Sunday venue dates / extended hires etc
- Attending evening leaders meetings and writing minutes
- Updating master dates docs and /or churchsuite rotas
- Investigating options for various activities
- Making bookings / arrangements for the team or wider congregation

Churchsuite

- Keeping records up to date
- Running reports for the leadership team
- Inputting data (Sunday attendance/life group membership/key dates)

Integration / Follow up

- Checking pending contacts on churchsuite
- Sending follow up emails (or liaising with team members to send welcome emails)
- Tracking new attenders through an integration flow

Communication

- Be the main contact person for all queries/questions regarding Everyday Church Sutton both from within the wider church and from external organisations
- Respond on leadership team's behalf and forward emails to leaders where necessary
- Be the point person for the sutton@everyday.org.uk inbox

Miscellaneous

- Create & send regular email newsletters
- Create PowerPoint slides for Sunday notices etc
- Liaise with comms and the Sunday notice calendar etc

Finance/Ordering

- File expense claims on behalf of wider leadership team
- Order supplies for Sunday meeting
- Arrange for supplies to be delivered/taken to Sunday venue

Other

As a charitable Christian organisation, the post holder must be committed to and embrace Everyday Church's ethos. This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3.

The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children, young people and vulnerable adults in accordance with the church's Safeguarding Policy.

Ideally this person should already be part of a congregation of Everyday Church.

Person Specification

	Essential	Desirable
Education (Eg: degree/professional qualification)	<ul style="list-style-type: none">• GCSE or equivalent including Maths and English.• Good level of numeracy.• Willing to undertake relevant training as necessary.	<ul style="list-style-type: none">• Education beyond GCSE or other qualifications
Experience	<ul style="list-style-type: none">• Proven experience of working with Microsoft Office or equivalent.• Mastering new office systems and software.	<ul style="list-style-type: none">• Working in charity or church sector.• Proven experience of project management.• Knowledge and experience of ChurchSuite
Skills/Abilities	<ul style="list-style-type: none">• Proven planning and project management skills.• Ability to manage priorities and meet deadlines.• Ability to relate well to people at all levels of the organisation and outside.• Excellent interpersonal skills.• Able to deal with confidential information.	<ul style="list-style-type: none">• Some knowledge of health and safety and risk management.• Some knowledge of UKGDPR/Data Protection.• Good presentation and negotiating skills.• Able to relate well across different cultures.
Personal Qualities	<ul style="list-style-type: none">• Integrity, flexibility, team player.• Willing to sign the Evangelical Alliance Statement of Faith and be committed to the outworking of Everyday Church's Mission, Values and Beliefs.	<ul style="list-style-type: none">• A self-starter with ability to lead, motivate and develop others.