**Job description**

Administrative Assistant

Responsible to: Operations Manager

Workplace: St Barnabas Church

Hours: 60% FTE (21 hours per week)

Salary: £21,000 FTE (£12,600 pa)

Term: 3 months

Start date: ASAP

Main tasks and responsibilities:

1. Respond to office inbox emails, phone calls, visitors and deliveries
2. Door access (keycard) control management
3. General correspondence and member communications, filing and archiving, computer housekeeping
4. Connect card input to ChurchSuite, sending emails to new members and preparing welcome bags
5. Assist with preparation of communications and publicity, including bulletins, flyers, orders of service
6. Assist with events management, including communications with internal and third party users and booking of rooms
7. Other such administrative tasks as may be required

**Person specification**

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|  | Desirable | Essential |
| **Spirituality** |  |  |
| Already a member of St Barnabas Church, and therefore familiar with the church for answering questions etc | X |  |
| **Legal** |  |  |
| The right to work in the UK |  | X |
| Two satisfactory, contactable employment references |  | X |
| **Skills & abilities** |  |  |
| Team player with excellent interpersonal skills |  | X |
| Flexible and adaptable |  | X |
| Ability to be highly confidential and trustworthy |  | X |
| Ability to multi-task and to see jobs through to completion |  | X |
| Ability to work with initiative and a minimum of supervision |  | X |
| Fluent spoken and written English |  | X |
| Excellent Microsoft Office skills |  | X |
| Experience in a comparable administrative role |  | X |
| Experience in typing and document preparation |  | X |
| Experience using a range of office machinery including copiers, laminators, etc |  | X |
| Experience in document filing (paper and electronic) |  | X |