

Role: Administrative Assistant

Reports to: Associate Pastor: Operations

Hours: 15 hours per week (Working pattern to be negotiated with successful candidate)

Salary: £23,400 - £27,416 (pro rata)

Contract: Fixed Term (1 year)

Overview

Excel Church is part of the Assemblies of God, the UK's largest Pentecostal denomination. Our Sunday congregation reflects a diverse mix of ages, nationalities, and backgrounds. We are a church committed to welcoming everyone and presenting Jesus in a relevant and vibrant way. Through our community outreach, primarily based at Bilston People's Centre, we offer a variety of activities that draw people to Christ and positively impact our community.

This job description provides an overview of the role of the Administrative Assistant, though specific responsibilities may evolve as part of the Excel Church and Bilston People's Centre Annual Performance Management process.

About the Role

The Administrative Assistant is key to supporting the smooth running of both Excel Church and Bilston People's Centre. This role involves providing essential administrative support to church leaders and ensuring the efficient management of daily operations. The successful candidate will work collaboratively with staff and volunteers to coordinate church activities, maintain key records, and assist with general office tasks.

Key Responsibilities

- Respond to general enquiries via mail, telephone, and email, directing them to relevant Department Leaders as needed.
- Coordinate building hire requests for Excel Church and Bilston People's Centre.
- Assist in the organisation of volunteer training sessions and maintain up-to-date training records.
- Manage and maintain official documentation, including meeting minutes and reports for the Annual Celebration Meeting.

- Update and manage the church members' contact information and maintain the ChurchSuite database.
- Perform general office duties such as photocopying, filing, and ordering office supplies.
- Process DBS checks and track renewals to ensure compliance.
- Liaise with external organisations on behalf of the church, in collaboration with church leadership.
- Respond to enquiries from the church's social media channels and help keep them up to date.
- Support the Finance Manager by assisting with the counting of tithes and offerings.
- Process reimbursement forms and upload receipts to the relevant systems.
- Keep the church diary up to date, ensuring room bookings for church activities and events are managed efficiently.
- Monitor and restock office supplies, including stationery and catering items, to maintain adequate stock levels.
- Prepare certificates for baptisms and dedications, as well as slides for church services.
- Update the Bilston People's Centre website as required.
- Participate in regular staff meetings.

Essential Skills, Qualifications, and Experience

- GCSEs in Maths and English (Grades A-C) or equivalent.
- Desirable: Previous administration experience.
- Proficiency in Microsoft Office and general IT skills.
- Desirable: Experience managing databases.

Personal Qualities

- A committed and practising Christian with a vibrant and growing personal relationship with Jesus Christ, demonstrated through active engagement with the local church. Ideally willingness to integrate into the Excel Church community.
- Strong attention to detail, ensuring all tasks are completed accurately and efficiently.
- A proactive, "extra-mile" attitude in approaching all responsibilities.
- Strong written, verbal, and IT communication skills.
- Integrity, discretion, and the ability to maintain confidentiality, given the sensitive nature of some tasks.
- Excellent interpersonal skills, with the ability to interact effectively with colleagues, church members, and external contacts.
- Able to communicate clearly and effectively, particularly in one-on-one settings.
- A humble and teachable spirit, committed to personal and spiritual growth.
- Well-organised, with the ability to manage workloads and priorities independently.
- Willingness to submit to leadership, welcome accountability, and communicate openly and honestly.

- Commitment to undertake any necessary training or development as advised by the Associate Pastor: Operations.

Additional Information

Due to the nature of this role and the regular interaction with the Church Leadership Team, volunteers, guest ministers, and external speakers, it is an occupational requirement that the post holder be a practising Christian, as specified under Part 1 of Schedule 9 of the Equality Act 2010.

This role is also subject to a DBS check at 2 satisfactory references.