



JOB DESCRIPTION

JOB TITLE:	Administration Assistant
REPORTING TO:	Senior Pastors
JOB TYPE:	Permanent
HOURS:	Part time – 12 - 14 hours per week
SALARY:	Based on experience from £12.00 per hour
LOCATION:	Gateway Hub, Harlow (Hybrid options available)
DATE ISSUED:	October 2024

MAIN PURPOSE OF JOB

To carry out the regular administration functions of Gateway Freedom Church, ensuring that all tasks are completed in an accurate and timely manner.

POSITION IN ORGANISATION

- Reports to the Senior Pastors.
- Collaborates closely with members of the Vision Team and Trustees.

DUTIES & KEY RESPONSIBILITIES

- Provide administrative support and to undertake administration duties as directed by the Senior Pastors, Vision Team and Trustees, including but not limited to:
- Manage and maintain electronic diaries accurately and manage usage.
- Produce weekly church bulletin for digital and paper outputs.
- Assist with the organisation of conferences/special events.
- Respond to all enquiries either by phone or from the info Gateway e-mail address.
- Check and manage incoming post and processing as necessary.
- Liaise with contractors carrying out work at the Hub, including organising regular health and safety checks such as fire equipment testing, CCTV equipment tests, and report any faults to the relevant companies.

- Arrange and manage all utilities, insurance, subscriptions and suppliers, including researching prices on a regular basis to ensure good value for money and keeping up to date records of utility usage and charges.
- Source suppliers and quotes to submit to Trustees as requested, and then order any supplies/services as needed.
- Liaise with letting agents and report to Trustees.

PROVEN ABILITY

To have experience of working in an administration role, with excellent written and oral communication skills, along with a good competency of Microsoft packages and be quick to learn other software packages.

OCCUPATIONAL REQUIREMENT

In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be able to demonstrate enthusiasm for the Christian purposes of the church and be able to live out, hold to, support and contribute to its Christian ethos.