

KingsGate Kids' Administrator

Job Title:	KingsGate Kids' Administrator
Reports to:	Head of Kids Ministry (Multisite)
Responsible for:	No supervisory responsibility
Hours:	25 hours a week (working arrangements to be agreed) 23.75 hours worked Monday to Friday and 1.25 hours allocated to Sundays (1 Sunday in 4 paid)
Salary:	£17,480.65 per annum (Full Time Equivalent £27,969 per annum)
Location:	KingsGate Community Church, Peterborough (some hybrid working may be considered)

Role Overview:

To provide administrative support to the children's team and support preparations for Sunday delivery.

Key Responsibilities:

- **Team Administration and Rotas:** Work with the other administrator to maintain oversight of weekly serving rotas, proactively identifying gaps, providing solutions. Coordinate serving reminders to Sunday Teams. Take full responsibility for this when the other administrator is on annual leave.
- **Documentation, Records and Data Management:** Ensure all team documentation is completed, scanned, securely stored, and kept up to date, including accurate personal information for children and volunteers, in line with KingsGate systems and procedures.
- **Safeguarding and Compliance Monitoring:** Track safeguarding training requirements, follow up on completions and refreshers, and support compliance with data protection, confidentiality, and organisational policies.
- **Sunday Room and Resource Preparation:** Prepare and set up Sunday rooms with all required resources and signage, ensuring materials are in the correct spaces and ready for service delivery.
- **Sunday Service Coordination:** Support Sunday delivery by coordinating with the Sunday Coordinator Team one Sunday in four, including room set up and pack down.
- **Multi-Campus Resource Support:** Support the Head of Kids Ministry and Children's Worker to ensure resources are prepared and ready for collection by Cambridge and Leicester campuses.

- **Materials and Content Preparation:** Print and prepare Sunday materials and resources as directed, ensuring volunteers have what they need for each campus.
- **Media and Video Coordination:** Send scripts and video requests, track responses, and ensure content is received and uploaded accurately and on time.
- **Additional Tasks:** Undertake any other duties, as required, commensurate with the role.

6. General

- Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.
- Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking appropriate safeguarding training and ensuring any incident is reported immediately.
- Ensure Safeguarding policy and procedures are applied within KingsGate Kids ministry, ensuring all staff and volunteers have received appropriate level safeguarding training and if carrying out regulated activities have a current DBS.
- Ensure appropriate processes are in place to identify, assess and manage potential risks involved in work activities and processes within KingsGate Kids ministry.
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.
- Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.
- Make sure that health and safety requirements are met in KingsGate Kids ministry.
- Respect the vision and values of KingsGate.

Key Skills and Competencies:

- Strong administrative and organisational skills with high attention to detail.
- Ability to manage multiple tasks and deadlines in a busy, people-facing environment.

- Confident communicator, both written and verbal.
- Comfortable working collaboratively within a team and across departments.
- Proficient in Microsoft 365 applications and document management.
- Ability to handle confidential and sensitive information with discretion.
- Proactive, solution-focused approach with the ability to anticipate needs.
- Reliable, adaptable, and able to work flexibly including one Sunday in every four.

Person Specification:

- A committed Christian who is passionate about supporting the Kid's ministry.
- Proven experience of working in an administrative role.
- Preferably educated to A Level standard, or equivalent.
- Understanding of safeguarding principles or willingness to undertake required training.
- Confidence working with volunteers and staff from diverse backgrounds.
- Ability to work independently while maintaining close collaboration with colleagues.

How to Apply:

Interested candidates should complete the application form and send to hadministrator@kingsgate.church by **Monday 2nd March 2026**.