

## JOB DESCRIPTION

<b>POST TITLE</b>	<b>Administrator (Connect)</b>
<b>DEPARTMENT</b>	Connect
<b>RESPONSIBLE TO</b>	Associate Pastor to the Head of Connect
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>WORKING HOURS</b>	<b>37.5 hours a week</b> Monday – Friday 9am – 5pm (with a one-hour unpaid lunch break) Sunday 8:30am – 1:30pm (2 out of 4 Sundays)
<b>SALARY</b>	£19,392 – £22,789 per annum

### JOB PURPOSE

To work as part of the Connect Team, providing excellent administrative support to a variety of key areas within the department.

### KEY ACTIVITY

#### 1. Connect Process

- Administrate the connect process; input data, liaise with relevant staff members and teams, provide regular reports, and carry out the necessary follow up to support integration of new people
- Administrate the connect inbox by checking daily and following up emails as appropriate
- Assist the Connect Coordinator in reviewing and improving current systems and processes, including for the day-to-day management of the connect process
- Maintain up-to-date data on Dynamics, Planning Centre Online and any other systems as required
- Carry out other administrative tasks as needed, including maintaining up-to-date process documents

#### 2. Volunteers

- Carry out administrative tasks to support Serving Teams within the Connect Department:
  - Administrate PCO rotas for all Connect teams
  - Organise and prepare weekly resources
  - Purchase resources as required

- Produce and maintain accurate and up-to-date supporting documents
- Support Serving Team Leaders by ensuring Sunday Serving Teams are sufficiently resourced with both team members and supporting resources
- Administrate the Join and Leave A Team processes; input data, liaise with leaders and teams, and follow up on applications as needed
- Maintain up-to-date content on Join A Team forms and website pages
- Write and send weekly serving communications to prepare and equip volunteers for their Sunday serving roles
- Manage the stock for multisite resources
- Assist the Connect Coordinator in implementing strategic goals for volunteerism

### **3. KingsGate Online**

- Provide administrative support for KingsGate Online, including:
  - Administrating the Connect Process for KingsGate Online
  - Administrating Join A Team and Leave A Team processes, and serving rotas for online volunteer roles
  - Setting up and providing support for online meetings
  - Liaising with IT Team to ensure systems are set up and maintained to facilitate connection & integration
  - Sending out email communications, and completing any other administrative tasks required to support KingsGate Online

### **4. Ministry**

- Provide administrative support for the Ministry Team including managing rotas, sending communications, providing calendar dates to the team, and gathering team for key ministry opportunities

### **5. Administrative Support**

- Provide administrative support for key areas overseen by the Associate Pastor to the Head of Connect, including administrative support for communications and Sunday service planning and preparation
- Provide administrative support for Head of Connect, Media and Communications as required; including providing meeting support, typing up meeting notes, drafting communications, making room bookings, submitting media requests, and anything else that may be required

### **6. 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.**

7. **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.**
8. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
9. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
10. **Keep confidentiality, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
11. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
12. **Comply with health and safety requirements.**
13. **Adhere to the Vision and Values of KingsGate.**
14. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

**This job description was reviewed by the Associate Pastor to the Head of Connect in July 2021.**