

## JOB DESCRIPTION

<b>POST TITLE</b>	<b>Administrator (Connect)</b>
<b>DEPARTMENT</b>	Connect
<b>RESPONSIBLE TO</b>	Assistant Head of Communications and Weekend Services
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>WORKING HOURS</b>	<b>21 hours a week (to be worked over a minimum of 3 weekdays, including Monday, Wednesday and Thursday)</b> <i>Working arrangements to be agreed</i>
<b>SALARY</b>	£12,374 per annum. (Full Time Equivalent Salary £23,571 per annum based on 40 hours per week)

### 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 inbox by checking daily and following up emails as appropriate.
- Provide administrative support for the preparation and running of Welcome Lunches, including registration, booking rooms and resources, arranging catering, and providing further support as needed.
- 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
- 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 Volunteer Teams Manager in implementing strategic goals for volunteerism
- Support the Volunteer Teams Manager in preparing for volunteer team gatherings, including but not limited to booking rooms, ordering resources, and communicating with teams to help with the planning and preparation of these events.

### **3. Sunday Support**

- Provide support to the Assistant Head of Communications and Weekend Services in the planning, preparation, and smooth running of KingsGate services, in-person and online.
- Manage and maintain KingsGate's communion stock, including liaising with suppliers, regular stock-checking and rotation, placing orders, and supporting departmental communion needs.

### **4. Administrative Support**

- Provide administrative support for KingsGate Online, including for new connections and volunteers, setting up online meetings, liaising with IT Teams to ensure systems are set up and maintained to facilitate connection and integration, sending out email communications, requesting website updates for the Online Campus web pages, and completing any other administrative tasks required to support KingsGate Online.
- Provide administrative support to the Head of Connect, Media and Communications and the Assistant Head of Communications and Weekend Services 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.

**5. 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.**

**6. 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.**

**7. Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**

- 8. Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
- 9. 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.**
- 10. Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
- 11. Comply with health and safety requirements.**
- 12. Adhere to the Vision and Values of KingsGate.**
- 13. 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 Assistant Head of Communications and Weekend Services in November 2022.**