

JOB DESCRIPTION

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| POST TITLE | Administrator (Connect, Volunteers and Weekend Services) |
| DEPARTMENT | Connect |
| RESPONSIBLE TO | Assistant Head of Communications and Weekend Services |
| RESPONSIBLE FOR | No supervisory responsibility |
| WORKING HOURS | 35 hours per week Monday – Friday 9am – 5pm (with a one-hour unpaid lunch break) |
| SALARY | £20,624 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 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 email inbox by checking daily and following up emails as appropriate.
- Maintain up-to-date data on Dynamics, Planning Centre Online and any other systems as required.
- Provide administrative and practical support for the preparation of Welcome Lunches, including registration, booking rooms and resources, arranging catering, liaising with volunteers and providing further administrative 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 Serving Teams overseen by the Connect Department
 - Organise and prepare weekly resources for teams
 - Purchase resources as required
 - Produce and maintain accurate and up-to-date supporting documents
- Write and send weekly serving communications to prepare and equip volunteers for their Sunday serving roles
- 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
- Provide administrative support to the Manager of Volunteer Teams including:
 - Maintaining up-to-date content on Join A Team forms and website pages
 - Preparing for Serving 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.
 - Managing stock for multisite resources
 - Additional administrative support for the Manager of Volunteer Teams as needed.

3. Sunday Service and Celebration Service 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 stock of key items to support KingsGate's Sunday services, including sourcing new stock when required, liaising with suppliers, regular stock-checking and rotation, placing orders, and checking deliveries.
- Administrate the planning, preparation and post-event support for Celebration Services at KingsGate.

4. KingsGate Online

- Provide administrative support for KingsGate Online and the Online Campus Team, including but not limited to providing meeting support and other tasks as required.

5. Administrative Support

- Provide administrative support to the Head of Connect, Media and Communications and to 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.
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. **Demonstrate a commitment to Safeguarding by reading, understanding, and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training, and ensuring any incident is reported immediately.**
 9. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
 10. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
 11. **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.**
 12. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
 13. **Comply with health and safety requirements.**
 14. **Adhere to the Vision and Values of KingsGate.**
 15. **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 August 2023.