

# **Voluntary Admin Assistant for COGS/Medstead (4hrs pw initially)**

## **Job Description**

### **Responsibilities:**

1. Work with the staff team, especially our Administrator to continue the church's vision and plan strategically to see our objectives achieved.
2. Support the administrator in:
  - a. Producing the weekly service order for our 9.30am service
  - b. Producing the printed song sheet for our 9.30am services
  - c. Producing the weekly email update for our mailing list.
  - d. Keeping our notice slides up to date.
  - e. Keeping the website up to date.
  - f. Assisting with Social Media Posts
3. Work with our GDPR policy/privacy notice
4. Other responsibilities as become necessary to achieve our objectives.
5. This is a part-time, voluntary post, with flexible hours (approx. 4 pw.)

**Location:** Church Office initially

**Responsible to:** The Vicar

**Directed by:** The Administrator

**Supported by:** The Vicar, the Personnel Team (on behalf of the PCC) and whole of the Church.

**Contract:** 1 month trial, then 'permanent,' and available immediately.

## **Person Specification**

### **Key Characteristics and Abilities:**

1. An effective communicator (spoken and written)
2. Pastorally sensitive, approachable, able to maintain confidences
3. A team player.
4. Good IT skills (MS office suite), online programs/apps
5. Able to work under own initiative and at times alone.
6. Willing to learn and undertake training where necessary.
7. Patience and a sense of humour.
8. A clear Enhanced DBS check required