

Job Title:	Ministry Administrator	Job Category:	ADMIN
Department/Group:	ADMINISTRAITON	Job Code/ Req#:	VP/ADMIN/JD13
Level/Salary Range:	Voluntary	Position Type:	PART TIME
Will Train Applicant(s):	YES	Posting Expires:	N/A
Applications Accepted By:			
E-MAIL:BOOKINGSWITHVP@GMAIL.COM Attention: Leadership Team		Responsible to: Co-Directors, Operational Managers, Co-Fellows,	
Job Description			
<p>JOB BRIEF</p> <p>To be the first point of contact for clients requiring more information on any of our services via telephone, email and/or in person so that this converts enquiries into bookings. To provide administrative support to all areas of the ministry</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To ensure an efficient booking system is in place at all times • To ensure all necessary paperwork to secure bookings have been done • Advise customers of cancelled bookings and offer alternative dates were possible • Booking and managing staff ‘get together’s, staff meetings and mentoring sessions • update client contact details on our databases • provide administrative support to ministry leaders only: • typing, filing, updating administrative paperwork, proof read documents • take minutes at meetings and make them available to all team leaders • send out regular admin/booking updates via team ‘WhatsApp’, email and intranet • train team leaders on keeping basic administration work in relation to their role • ensure ministry administrative paperwork is kept up to date • train and mentor administration assistant(s) • provide annual review to the leadership team <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • ICT skills including word, excel, email, mail shot, website use etc. <p>ADDITIONAL NOTES</p> <p>NONE</p> <p>ESSENTIAL CRITERIA</p> <ul style="list-style-type: none"> • Ability to work to deadlines and under pressure with a calm approach • Excellent leadership and interpersonal skills • Attention to detail • Ability to liaise with senior management in a professional manner • Ability to engage with the public and professionals at all levels • Excellent diary management skills • Ability to deal with multiple tasks at one time, and prioritise workload • Ability to work well within a team as well as independently 			

Reviewed By:	Adel Pinnock
Approved By:	Adel Pinnock
Last Updated By:	17/7/2022