

Croydon Venue Assistant

Job Description

Main Purpose of the Role

To assist the Croydon Venue Leadership Team in all areas of church life.

Reports to:	Croydon Venue Leader / Cluster Leader
Liases with:	Croydon Leadership Team, Everyday staff team, Sunday venue premises, Croydon churches and charities/partner organisations
Place of work:	TBC. You may be required to work at Everyday venues or other locations from time to time.
Days/hours:	This is a part-time position for 17.5 hours a week. Ideally this will be worked on 3 short days of 5 hours 10:00-16:00 (with an hour unpaid for lunch), and allowance for regular evening leaders meetings. This is a 6 month fixed term contract
Salary:	£10,000 per annum

Key Responsibilities

Following up on tasks from leadership team meetings

- Emailing ministry leaders
- Emailing church members
- Liaising with Sunday venue re dates / extended hires etc
- Writing minutes
- Updating master dates docs and /or churchsuite rotas
- Investigating options for various activities
- Making bookings / arrangements for the team or wider congregation

Churchsuite

- Keeping records up to date
- Running reports for the leadership team
- Inputting data (Sunday attendance/life group membership/key dates)

Connect Cards / Follow up

- Collecting Connect cards on Sundays
- Inputting data into churchsuite
- Sending follow up emails (or liaising with team members to send welcome emails)

Emails etc

- Be the main contact person for all queries/questions regarding Everyday Church Croydon both from within the wider church and from external organisations
- Respond on leadership team's behalf and forward emails to leaders where necessary
- Be the point person for the croydon@everyday.org.uk inbox

Miscellaneous

- Create & send regular email newsletters
- Create powerpoint slides for Sunday notices etc
- Liaise with comms and the Sunday notice calendar etc

Other

As a charitable Christian organisation, the post holder must be committed to and embrace Everyday Church's ethos. This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3.

The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children, young people and vulnerable adults in accordance with the church's Safeguarding Policy.

Ideally this person should be part of the congregation of Everyday Church Croydon.

Person Specification

	Essential	Desirable
Education (Eg: degree/professional qualification) Willing to undertake relevant training as necessary	<ul style="list-style-type: none">• GCSE or equivalent including Maths and English• Good level of numeracy.	<ul style="list-style-type: none">• Education beyond GCSE or other qualifications
Experience	<ul style="list-style-type: none">• Proven experience of working with Microsoft Office or equivalent.• Mastering new office systems and software.	<ul style="list-style-type: none">• Working in charity or church sector.• Proven experience of project management.
Skills/Abilities	<ul style="list-style-type: none">• Proven planning and project management skills.• Ability to manage priorities and meet deadlines.• Ability to relate well to people at all levels of the organisation and outside.• Excellent interpersonal, presentation and negotiation skills.• Able to deal with confidential information.	<ul style="list-style-type: none">• Some knowledge of health and safety and risk management.
Personal Qualities	<ul style="list-style-type: none">• Integrity, flexibility, team player.• Willing to sign the Evangelical Alliance Statement of Faith and be committed to the outworking of Everyday Church's Mission, Values and Beliefs.	<ul style="list-style-type: none">• A self-starter with ability to lead, motivate and develop others.