

# Wimbledon Venue Administrator



## Job Description

### Main Purpose of the Role

To help make Everyday Church Wimbledon run smoothly and effectively, supporting the Wimbledon Venue Leadership Team in all areas of administration relating to church ministries. To be the main liaison between the Wimbledon Venue Leadership Team and other internal departments.

<b>Reports to:</b>	Venue Leader, Wimbledon
<b>Liaises With:</b>	Wimbledon Venue Leadership Team, Everyday Staff Team, Central Operations Team, Volunteer Leaders, and Congregation Members.
<b>Place of work:</b>	Everyday Church, Wimbledon. May be required to work at other Everyday venues or other locations from time to time.
<b>Days/Hours:</b>	This is a part-time position for 4 days, 9am-5pm with an hour unpaid for lunch. This is a permanent position with a probation period of 3 months. The working days will normally be Tuesday-Friday. There will be occasions where attendance at an evening meeting is required and this will be accrued as TOIL.
<b>Salary:</b>	£17,600 - £19,200 per annum (FTE £22k-£24k)

### Key Responsibilities

#### Leadership

- Be part of the Wimbledon Venue Leadership Team and hence play an active part in helping to direct the venue as a whole.
- Attend all Wimbledon Venue Leadership Team meetings. Ensuring that all decisions made and action steps agreed in the meeting are then implemented in a consistent and timely fashion across the team and where necessary communicated across the venue.
- Facilitate Everyday Church Wimbledon venue communications and work with the Venue Leadership team on the best way to communicate key information.
- Act as the ChurchSuite and OneDrive champion within the Wimbledon venue
- Chief liaison for Everyday Wimbledon with the Everyday Church Ops Team: including on all Buildings, Conferencing, Calendar and IT issues.

#### Administration

- Manage Wimbledon Venue Calendar.
- Monitor the [wimbledon@everyday.org.uk](mailto:wimbledon@everyday.org.uk) email account and act as the first port of call for people who are contacting Everyday Church Wimbledon.
- Manage all internal congregational bookings for the Wimbledon building. Ensure that Health & Safety and Security policies are adhered to for each event.
- Be the point of contact between the Wimbledon venue and the local community. Including responding to phone calls and front door enquires where they relate to the Wimbledon venue.
- Provide admin support for any regular meetings and special events that have been agreed by the Wimbledon Venue Leadership Team: eg membership courses, venue lunches, etc.
- Wedding admin support: once approved by elders, liaise with couples to ensure that their wedding is a great day and the building is left ready for our Sunday services; liaise with registrar, meeting leader and preacher.
- General presentation of the Wimbledon building: eg Christmas decorations, noticeboards, lost property cupboard.
- Ensure that ChurchSuite address book, rotas and calendar are always up to date for Wimbledon.

- Act as the Wimbledon Venue Safeguarding Administrator, including processing applicants through the DBS process, in line with the Safeguarding Policy.
- Offer support to the Everyday Safeguarding Officer.
- Order supplies for Sundays and other general office supplies
- Provide reasonable administrative help to members of the Wimbledon Venue Leadership Team as time allows.
- Perform other ad hoc tasks and projects as and when required.
- Ensure that all policies are adhered to personally and across Everyday Church Wimbledon.

### 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.

### Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Excellent written and spoken English.</li> <li>• A Level or equivalent</li> <li>• Willing to undertake relevant training as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Education to degree level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven experience of working in administration</li> <li>• Proven experience of working with Microsoft Office or equivalent</li> <li>• Proven experience of stakeholder management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in charity or church sector</li> <li>• Able to master new office systems and software</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Proven ability to plan effectively</li> <li>• Able to manage personal workload, prioritise, and meet deadlines</li> <li>• Able to relate well to people at all levels of the organisation and outside</li> <li>• Excellent interpersonal and presentation skills</li> <li>• Able to deal with confidential information</li> <li>• Able to understand policies &amp; procedures and able to assist volunteers in working within their framework</li> <li>• Some knowledge of Health &amp; Safety, Risk Management, GDPR, Safeguarding &amp; Safer Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of ChurchSuite</li> <li>• Good knowledge of Health &amp; Safety, Risk Management, GDPR, Safeguarding &amp; Safer Recruitment</li> <li>• Able to project manage</li> <li>• Knowledge of budgeting and general financial information</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• A self-starter with ability to lead, motivate and develop others</li> <li>• Integrity, flexibility, team player</li> <li>• Willing to sign the Evangelical Alliance Statement of Faith and be committed to the outworking of Everyday Church's Mission, Values and Beliefs</li> <li>• Committed to praying for Everyday Church</li> </ul>	<ul style="list-style-type: none"> <li>• Able to inspire others to pray meaningfully for Everyday Church Wimbledon.</li> </ul>