

Job Description

Role:	Administrative Assistant
Contract Duration:	Fixed term for 1 year (3 months initial probation period)
Salary:	UK National Minimum Wage
Pension:	6% Employer Contribution
Holiday Entitlement:	28 pro-rata (includes public holidays)
Hours of Work:	15 hours per week, core hours Thursday 9:30am – 5:30pm plus one additional weekday, additional hours by arrangement up to 22.5 hours per week which may include Sundays
Location:	Gate Church International, 158 Perth Road, Dundee

Key Areas of Responsibility

Administrative Services

- Act as a point of contact for enquiries by phone, email and in person
- Maintain GCI calendars and diaries
- Support Administrator with communications to internal and external stakeholders
- Support Administrator with preparations for Sunday services
- Provide administrative support to Pastors, Location Leaders and Ministry Team Leaders • Provide administrative support as requested by Senior Administrator

Event Planning

- Oversee event registrations, resource requirements and support Facilities Technician
- Act as a point of contact for event attendees and send relevant communications
- Provide administrative support to Pastors for all sacraments (marriages funerals, dedications, baptisms, etc.)

Financial Responsibilities •

Manage Petty Cash

- Procurement of office supplies and event resources
- Assist Administrator with book keeping tasks if required

Qualifications/Experience Required

Essential

- Excellent writing, analytical, numerical and communication skills
- Ability to manage confidential data
- Excellent interpersonal skills
- IT literacy
- Advanced organisational skills
- Ability to negotiate with wide range of stakeholders
- Experience of team working
- Ability to produce high quality work to deadlines
- Proactive approach
- Highly flexible
- High level of motivation and initiative
- Team player

Desirable

- Experience of organising events and meetings
- Previous administrative experience
- Knowledge of church data base systems such as 'ChurchSuite'
- Ability to update websites and social media platforms

Important Information for the Role

In line with Gate Church's safeguarding policy the successful application will be required to complete a Disclosure Scotland background check.

Please send CV and note of interest to info@gatechurch.co.uk.

Closing Date: Friday 4th March 2022