

## CONNECT CHURCH UK



Assistant to the Pastors

LOCATION: Birmingham  
HOURS OF WORK: Part-time (18.75 hours) Flexible hours possible.  
CONTRACT: 12 months (18 Jun 2019 – 17 Jun 2020)  
REPORTING TO: Executive Pastor  
SALARY: £8,004.75 pa (Living Wage)  
CLOSING DATE: **10pm, 2 June 2019**

### OVERALL MISSION OF CONNECT CHURCH UK

To connect people into a world-transforming relationship with Jesus Christ.

### PURPOSE OF ROLE

To release the Senior and Executive Pastors to move forward the vision and new initiatives of Connect Church by providing administrative and personal support.

### KEY TASKS

Key responsibilities include:

- acting as a first point of contact: dealing with correspondence and phone calls
- managing diaries and organising meetings and appointments, often controlling access to the pastors
- booking and arranging travel, transport and accommodation
- organising events and conferences
- reminding the pastors of important tasks and deadlines
- typing, compiling and preparing reports, presentations and correspondence
- managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- liaising with staff, volunteers, the congregation and guests
- collating and filing expenses
- miscellaneous tasks to support the pastors, eg accounts preparation and data entry, weekly money count, preparation and filing of gift aid claims

### OTHER DUTIES

- Attend and participate in weekly Staff Meetings (Wednesday).
- As part of ministry team of Connect Church, there will be other duties required at times to assist in the overall vision of the Church.

### QUALIFICATIONS AND EXPERIENCE

- Proven experience of handling confidential information and data.
- Experience of dealing with people at all levels.
- Some experience of working in an office environment is essential.

## ABILITIES & SKILLS

- Excellent communication skills, both written and oral.
- Excellent interpersonal and negotiation skills.
- Ability to plan, prioritise and respond to changing deadlines
- Ability to manage day to day operational activities with project work
- Proven administration, multi-tasking, and prioritising skills.
- IT literacy in Microsoft Office or equivalent.
- Tactful and well-organised
- Proactive and keen to learn
- Able to work under pressure.

## PERSONAL QUALITIES

- High level of commitment and dedication.
- The post-holder will work in a Christian environment. Therefore it will be necessary for the post-holder to have respect for the Christian faith, its values and be in sympathy with our organisational aims.

## **HOW TO APPLY**

Please send us:

- a comprehensive CV
- a completed Connect Church application form

Please email your complete application to [tracee.mcatear@connectchurchuk.com](mailto:tracee.mcatear@connectchurchuk.com)