



REACH

ADMINISTRATOR

MATERNITY COVER

Department:	REACH
Reports to:	Director of REACH
Place of Work:	Elim International Centre
Working hours:	Part-Time (3 days)
Salary band:	£18,000 - £21,000
GOR:	Yes
Status:	RECRUITMENT

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focussed on Christian mission and ministry.

Elim International Centre Malvern is the base for the Elim's ministry, mission, training, administration and finance departments, serving the denomination's churches and activities.

REACH exists to deploy and equip church planters within Elim, raise up and equip evangelists and help churches and leaders develop effective strategies for reaching their communities with the gospel.

THE ROLE

You as the Administrator will assist the Director of REACH and the National Evangelist by providing effective and efficient administrative/secretarial support.

DUTIES INCLUDE

- To provide administrative and secretarial support to the Director of REACH including typing, maintaining diaries, organising meetings and travel arrangements;
- To record and prioritise incoming mail, e-mail and telephone calls, drawing urgent and important items to the attention of the Director of REACH;
- To provide a word processing service, and to compose correspondence on routine and less complex issues;
- To assist in preparing documentation for use at meetings and events and to ensure these are provided at the appropriate time;
- To undertake the speedy and accurate production and distribution of correspondence and minutes;
- To maintain a high standard of customer care in all dealings with churches, members of the public, office staff and National Leadership Team members and to receive visitors courteously and to arrange and provide appropriate hospitality for meetings;
- Check Elim Shop for orders for REACH items and fulfil the consignment and shipment of goods;
- Fulfil orders for requests for REACH items and provide an invoice for the buyer and a copy for the Finance Officer if invoice my Church is requested;

- Providing content for all communication and social media accounts including: Twitter, FB, REACH BLOG, Mailchimp mailings and Network;
- Attend strategic marketing planning meetings;
- Taking the lead in organising and preparing for all REACH conferences and training programmes including representing REACH at annual Elim conferences;
- Maintain and manage the booking system for all REACH conferences and training programmes;
- Pray and provide spiritual support when requested;
- Request Regions Evangelism Director's (RED's) bank statements from lcas@elimhq.net the first week of each month. Complete a RED Income/Expenditure form for each RED and return to the Local Churches Accounts Services Department (LCAS);
- Keep up to date with the DK system and attend monthly meetings with Finance Manager;
- Keep records of departmental expenses and charge card and
- To maintain electronic and manual filing systems;
- To keep an accurate account of all Church Planting activity which includes maintaining the Church Planting spreadsheet and processing any grant requests;
- To provide admin advice to those who are setting up new church plants;
- To undertake any other tasks as requested.

On very rare occasions, unsociable hours may be expected such as a weekend work, or late work during conferences

THE PERSON

You will be an enthusiastic and committed individual with a high level of numeracy and attention to detail.

ESSENTIALS

- You are an organised individual;
- You have strong communication skills, both written and oral;
- You are flexible, innovative and adaptable;
- You have previous experience in administrative work;
- You are proficient in the Microsoft Office software (Word, Excel, PowerPoint, Outlook, Publisher);
- You understand how to use social media;
- You are someone who can work autonomously as well as in a team;
- You can multitask and are able to manage and meet deadlines;
- You are a problem solver.

DESIRED SKILLS

- You have a valid UK driving license;
- Ideally from an Elim background, with some understanding of Elim's ethos;
- Any media skills such as graphic design, brochure design, video editing and website design.

A genuine occupational requirement exists for the post-holder to be a Christian who assents to the Elim basis of faith in accordance with the Equality Act 2010.

FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at jimmy.vansanten@elimhq.net to request a copy of the information.

Alternatively, the information is also online on the following websites.

- Elim Movement: elim.org.uk
- REACH elim.org.uk/reach

CONTACT

Jimmy van Santen – HR Manager

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