

JOB DESCRIPTION

I. Purpose of the Job:

Administrate the effective running of Restore central office and central office management processes.

II. Experience and Knowledge Required:

- Minimum of one year of administrative or support role
- Proven track record of effective time management
- Exceptional administrative abilities
- Experience in problem-solving
- Ability to handle multiple projects effectively
- Exceptional interpersonal, verbal skills
- Ability to handle confidential information
- Steady, positive attitude, people-oriented, team player, customer service minded
- Ability to quickly learn and excel in the use of technology
- Proficiency in Microsoft Office 365 Apps
- Knowledge of ChurchSuite and Planning Center Online is ideal

III. Essential Functions and Responsibilities:

- Management of ChurchSuite Church Management Database
- Minute taking of specified meetings
- Managing the Restore Community Church mailbox
- Respond to emails and phone calls promptly
- Managing the effective running of Woodford Office, which includes tasks such as;
 - i. Answering and directing incoming phone calls, post and emails.
 - ii. Management of the BT Cloud Phone system
 - iii. Managing of the bookings at Woodford
 - iv. Greeting and assisting visitors, walk-ins and appointments
 - v. Receiving and sending of deliveries and notifying staff accordingly
 - vi. Monitoring supplies and making purchases related to the effective operation of Woodford offices.
 - vii. Assisting staff with office-related matters
 - viii. Liaising and monitoring service providers, e.g. cleaners, plumber, etc.
 - ix. Reporting on maintenance issues to line manager
 - x. Managing the reception rota
- Administrative support to the Director of Operations, which includes tasks such as;
 - i. Management of policy and procedure review document
 - ii. Restore Community Church and Restore Community staff team events and invites
 - iii. Management of the HR procedures
 - iv. Preparing of documents for sign-off
 - v. General admin support as needed

IV. Other Duties and Responsibilities:

- Assisting with process of DBS checks on ChurchSuite

V. Attributes:

- Welcoming and positive attitude
- Enjoys detail and administrative work
- Enjoys Hospitality
- Exceptional organisational skills
- The successful applicant must have a vision that aligns with those of Restore to fulfil the Great Commission with integrity and passion.

VI. Employee's possessed and exhibit the following core values in their daily lives:

- A work ethic that is excellent and displays good stewardship
- An attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

VII. The extent of Public Contact:

- Restore Community Church Pastors and staff members
- Contact with staff from other churches
- National and International Pastors from Restore Network
- Vendors, companies
- Church Members
- General Public

VIII. Supervisory Responsibilities:

- None

It is a Genuine Occupational Requirement (GOR) for the person in this role is in sympathy with and adheres to the values and Christian ethos of the organisation.