

## **RE:HOPE WEST END JOB DESCRIPTION**

**Job Title:** West End Ministry Administrator & Executive Assistant

**Hours:** 35hrs- Sunday - Thursdays

**Rate of Pay:** £23,414 - £25,249 experience dependant

**Line Manager:** West End Lead Pastor.

### **Main Responsibilities**

1. Supports the Lead Pastor of the West End with all administrative tasks
2. General West End admin support inc. calendar and building oversight, health & safety.
3. Responsible for the administration and upkeep of the West End database (ChurchSuite)
4. Helps administrate all the gatherings at Re:Hope West End, overseeing set-up and serving teams, and available for troubleshooting issues.
5. Oversight of West End serving teams, including rotas and communication.
6. Bible Read Through group admin and support.
7. Assisting with seasonal events such as feasts, Christmas etc.
8. Assisting with other West End events as required.

### **Role Needs:**

- Strong IT and administrative skills.
- Ability to work independently, efficiently, and to a high standard.
- Good communication and interpersonal skills.
- Attention to detail.
- High levels of initiative and problem solving skills.
- Capacity to learn quickly, and train others.
- Flexibility regarding hours or tasks depending on the church calendar.

### ***Occupational Requirements***

Applicants for the post must be professing Christians\* willing to uphold our Christian ethos, working principles and vision.

\*Occupational Requirement applies in terms of the Equality Act (part 1 schedule 9)