



Germinate

Arthur Rank Centre

Job Title:	Administrative Assistant
Responsible to:	Office Manager
Working Hours:	17.5 hours (spread over at least 3 days, some flexibility maybe required)
Salary:	£13,500 - £16,000 pro rata depending on experience 26 days annual leave + statutory holidays (pro rata) and benefits on completion of probationary period
Location:	Stoneleigh Park, Warwickshire

Job Summary

Germinate: Arthur Rank Centre is a small yet dynamic Christian charity that helps rural communities flourish by supporting and equipping local churches across denominations.

This is an important administrative role with a small friendly team, offering training, career development and support to the right candidate.

Responsibilities:

- Support Office Manager and other G:ARC staff in a wide range of administrative duties.
- Distribute incoming mail and co-ordinate outgoing mail.
- Provide a welcome and hospitality to visitors to G:ARC.
- Answering the G:ARC office phone, transferring the call where appropriate or taking a message.
- Maintaining filing systems.
- Assist in the backing up of the hard drive.
- Scheduling of appointments for G:ARC staff meetings.
- Maintain supplies inventory for stationery, refreshment items and cleaning supplies. Sourcing the best price and verifying receipt of supplies.
- Responsibility for the photocopier including; troubleshooting, ordering supplies of paper and undertaking monthly print count for Book Keeper.
- Monitor stocks of G:ARC literature and re-order when required.
- Maintain a supply of G:ARC information packs and make up additional packs for use at events.
- Assist with organising meetings, conferences and events to include; photocopying resources for delegates, booking venues and co-ordinating refreshments.
- Support G:ARC with typing up evaluation forms and collating data from events and training courses.
- Updating our CRM (Customer Relationship Management) system as required.
- Assist G:ARC staff in collating literature, stationery and display stands for external events.

The post holder will be working in a developing environment and may be expected to undertake other appropriate duties for the effective operation of G:ARC.

Person Specification

Essential:

- Strong interpersonal skills including a friendly telephone manner, a welcoming and hospitable approach to visitors and ability to build a rapport and a good working relationship with staff, trustees and users of our services.
- Proficient IT skills including all aspects of Microsoft Office.
- GCSE Grade A-C in Maths and English.
- Excellent level of English spelling and grammar
- Able to type.
- Strong attention to detail and organised approach to work.
- Strong self-motivation and the ability to work independently and work effectively as part of a small team.
- Ability to be flexible and adaptable.
- Good time management skills, along with ability to work under pressure and to juggle various deadlines at the same time.
- Professional.
- The applicant must be in sympathy with the aims and purpose of G:ARC.
- Maintain accurate paper and computer records.
- Good organisation skills.

Desirable:

- An understanding of church denominations and their structures.
- Experience of managing a database or CRM system.
- Experience with social media and websites.
- Experience of setting up meetings and taking notes.

For more information about Germinate: The Arthur Rank Centre please visit our website (germinate.net) and our pages on Facebook, Twitter and YouTube – just search Germinate: The Arthur Rank Centre on those sites.