

# Job Description

Area Administrator



## Purpose

To administer and communicate the business and correspondence of the Area.

## Key Tasks and Responsibilities

1. Provide administrative support to Leaders as and when required.
2. Support Areas and Zones by pro-actively communicating regularly directly with Churches and Ministers.
3. Administer all incoming general Area enquiries and correspondence
4. Work alongside AoG Teams and Operational Management to promptly and efficiently deal with complaints against churches and ministers.
5. Maintain/update the AoG national database relating to the churches and ministers in the Areas, including coordinated administration of all applicants.
6. Co-ordinate and circulate Area Leadership Team (ALT) & Zone meeting dates.
7. Prepare meeting agendas and circulate as appropriate.
8. Work alongside AoG Teams and Management on other Area-related tasks as and when required.
9. Comply with all AoG policies and procedures, including ensuring Area records and correspondence are held in accordance with AoG's Data Protection Policy.
10. Undertake other related admin tasks to meet the needs of the Areas and wider organisation.

## Financial Authorities

As delegated

## Reporting Line

Responsible to: Operational Manager

Responsible for: N/A

## PERSON SPECIFICATION

### Area Administrator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>GCSE English</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Administration qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous Administration experience</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience within a religious organisation</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Computer literate and proficient in the Microsoft Office: confident with Word, Excel</li> <li>Confident learning to use different databases</li> <li>Strong organisational skills</li> <li>The ability to work accurately with a high attention to detail</li> <li>Effective time management skills – be able to prioritise work and meet deadlines.</li> <li></li> </ul>	
Personality	<ul style="list-style-type: none"> <li>Good interpersonal skills. The ability to engage with people at all levels within an organisation</li> <li>Self-motivated but able to work as part of a team.</li> </ul>	

Misc	<ul style="list-style-type: none"><li>• Comfortable working in a Christian organisation.</li><li>• Experience and knowledge of the work of god.</li></ul>	<ul style="list-style-type: none"><li>• Full UK driving licence</li></ul>
------	---	---