

Church Administrator

As a charity, the Organisation is actively engaging in community work such as, Homework club, foodbank, welfare support and creative programmes. The Administrator will play a vital role in ensuring the smooth and successful delivery of these projects.

The Administrator will be the first point of contact for visitors and clients. Their role entails receiving and making calls, responding to email queries, booking appointments, and other general activities relevant to correspondence between the organisation and external parties.

They must be a versatile, detail oriented, professional and experienced individual, capable of managing a diverse list of tasks as well as supporting the day-to-day functions concerning DHI office and business.

Responsibilities

- Contribute towards recruitment, HR within DHI through close liaison with DHI colleagues.
- Work closely with the finance officer, order supplies, liaise with service providers.
- Provide effective support to the Senior Pastor and various Heads of Departments.
- Oversee the development of newsletters. Ezines, internal and external comms, including upkeep of social media and websites.
- Oversee compliance to regulatory frameworks
- Filling and keeping up-to-date relevant documents, relating to each department
- Assist with scanning, copying, faxing, emailing, note taking and travel bookings.
- Preparing facilities and arranging refreshments for events, if required.

Essentials:

- Excellent verbal and written communication skills.
- Professional and tactful interpersonal skills with the ability to interact with a variety of personalities.
- Observing the best business practices and etiquette.
- Extremely proficient with Microsoft Office Suite or related software.
- Excellent time management skills with proven ability to meet deadlines.
- High-school diploma or higher

- 2 years administrative experience.

Desirables:

- The administrative role is a developing role which requires an individual who can use their initiative and work independently.
- The individual needs to have a thorough understanding of, or ability to quickly learn, the office equipment, recordkeeping systems, management information systems, and related protocols used in the organisation.
- Excellent organisational skills and attention to detail.
- Formal qualification in office administration, secretarial work or related training