

# THE WELL

## ADMINISTRATOR

### DESCRIPTION:

We are looking for an efficient, reliable & well organised candidate with a joyful disposition who works well in team.

### TIME COMMITMENT:

Up to 10 hours per week

### RESPONSIBILITIES:

- Provide administrative support needed for any Well teams, projects and events as requested including attending relevant meetings, minute taking etc.
- Maintain, develop, and update The Well database and church management software ensuring good communications with appropriate members of The Well.
- Manage the ordering of resources and supplies including office equipment and food/drink.
- Implement and review systems, computer filing etc. to ensure clear, efficient, and effective office operations.
- Manage any relevant volunteers.
- Keep up to date with any relevant, statutory, legal (Baptist) provision and liaise accordingly for The Well to ensure ongoing compliance with relevant legislation (GDPR, Safeguarding etc.).
- Act as first point of contact for The Well managing church correspondence.
- Assist in arranging any utility contracts.
- Oversee all Well subscriptions, insurances etc.
- Attend any conference and/or relevant training at least once a year.
- Ensure relevant church policies are reviewed and updated annually.

**DESIRED EXPERIENCE:**

Previous administrative experience and/or a desire to learn with moderate computing skills (word processing, spreadsheets, email etc.). A familiarity with different office suites/operating systems such as Microsoft, Google, IOS will be helpful in this role.

To apply, send your inquiry email to [admin@thewellcc.org.uk](mailto:admin@thewellcc.org.uk) for follow up