

ADMINISTRATOR

Without a vision, there is no destination.
Without a strategy, there is no path forward.
Both are essential, but vision comes first.



GATEWAY CHURCH

JOURNEYING TOGETHER. IN COMMUNITY. ON MISSION.

— join the team —
WE ARE HIRING

A TASTE OF US AND WHAT WE NEED.

Application closing date: Friday 19th September.

Salary: FTE £20,000 - £22,500 Pro Rata, Based Upon Experience.

Interviews: Thursday 30th September.

Gateway church is a friendly, vibrant, multi-ethnic and fast growing community in the heart of Basingstoke seeking to Bring Good News, Follow Jesus, Care for the Hurting and Start and Strengthen Churches.

Since we started our journey just over eight years ago, we have grown to around 250 people in the church family, started churches in Andover (2018) and Swindon (2021), and we are soon to move into our own 10,000 sq ft building which will prove to be an effective home for the mission.

Gateway has a small but growing staff team supported by a wider team of Gateway members who faithfully serve and lead many areas of the church.

Within this dynamic context, we are excited to announce that we are looking to build the staff team with the key appointment of an **'Administrator'**.

The individual will be responsible for providing essential support to the staff and ministries of Gateway Life Trust (GLT).

In our ideal candidate we are looking for:

Skills and Attributes

- Ability to work flexibly
- Ability to be diplomatic, discerning and able to handle confidential information

- Ability to keep calm and focussed in pressurised situations
- Can use own initiative, self starter and ability to work unsupervised
- Personable, but prepared to stand ground when required
- Understanding of and appreciation for GW'S vision, mission, and family atmosphere
- Ability to work independently and as part of a team
- Excellence in ability to communicate in English verbally and in writing
- Ability to recruit, organise, and coordinate teams to execute events
- Attend and participate in all staff prayer and team meetings
- Ability to deal with matters of confidentiality, sensitively and with compassion

Occupational Requirement.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, join in the spiritual life of the church and work actively to support our ministry and vision

If you're interested in finding out more, please view the role description below. To apply or if you would like to discuss the role before applying, email hello@gatewaylife.co.uk and we'll get back to you promptly.

OUR VISION.

Our response to God's great love is wholehearted participation in His mission to redeem and restore His world through Jesus Christ alone.

OUR MISSION.

BRING GOOD NEWS

We are a people who live and breathe the benefits of Jesus' forgiveness and restoration. Having truly encountered and freely received his love, we demonstrate, embody and share this good news, confident that God is working everywhere and His message is as powerful as ever.

FOLLOW JESUS

We are a Jesus-centred community seeking to apply the good news to all of life - this is the best context for discipleship. It's people, not programmes, who help us experience, imitate and follow Jesus more closely and it's grace, truth, mercy and compassion that ultimately lead to change.

CARE FOR THE HURTING

As a good Father, God's eye is always trained on his children that are in need. He has made it clear to his people that we, the church, are to provide for those that suffer from physical, mental, social, spiritual and financial need.

START AND STRENGTHEN CHURCHES

We know that God is in the process of making all things new. The church is intended to be His way of expressing the beauty, goodness and truth to a love starved world. Because we care deeply about His glory - we want to release the gifts, resources and people we have amongst us, to see healthy, gospel-centred, grace based, Spirit filled churches established.

OUR FAMILY ATMOSPHERE.

Unvarnished openness. Life-giving honour. Refreshing generosity. Audacious courage. Radical inclusivity. Prevailing joy.

Role Title: Administrator.

Role Type: Permanent part-time

Role Outcome: The Administrator is responsible for providing essential support to the staff and ministries of Gateway Life Trust (GLT). The Administrator is well-organised and is accountable to the Strategic Operational Lead (SOL) and responsible for the smooth running of the church office, managing the logistical running of GLT on a day to day basis, and supporting the delivery of high-quality events in line with GLT's vision, mission, and family atmosphere. This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, communication and interpersonal skills.

Scope: Part-time, 20 hours per week, based at the Church office. Some flexibility but proposed hours are Sunday morning, all day Monday, then mornings Tuesday - Thursday.

Line Report: Strategic Operational Lead

This will include (but is not limited to):

- Handle incoming communications; acknowledging, replying, redistributing and disseminating as appropriate
- Send outgoing communication through ChurchSuite, social media accounts and the office email system
- Maintain and file all documents and records appropriately, always adhering to the church's data protection policy
- Assist with administration of all GLT large events as required (eg, Connect Festival, Christmas, Outreach events, etc)
- Liaise with relevant ministry team leaders as required and provide administrative support as directed by SOL
- Operate our church information management system, ChurchSuite, working with our Pastoral Care and Community Team Lead (PCCTL) to achieve the following:
 - Maintaining accurate and up to date information about GLT members, regular attenders and Sunday visitors
 - Work with site teams to assist in the management of serving team rotas
 - Weekly monitoring serving team rotas to identify and resolve gaps and clashes
 - Manage all records relating to membership, baptisms, attendance etc
 - Maintenance of process workflows, for example, DBS checks and new membership enquiries
- Ensure a safe and clean working environment within the office
- Review and implement procedures, along with SOL, to ensure clear, efficient and effective office operation
- Maintain and order office supplies and consumables
- Maintain and order building supplies and consumables, working with Facilities Manger (FM)
- Administer support contracts and subscriptions (e.g. Monday.com, printing, telephone, internet, IT support, etc.)
- Work with FM to arrange caretaking/cleaning cover for out-of-hours events
- Receive post and deliveries and distribute
- Draft standard policies and guidance for users on: use of space, use of equipment, food safety, fire marshalling, stewarding if required in new building
- Administrative Support for Worship: manage copyright licence applications and requirements
- Assist Lead Elder (LE) & SOL in administering HR policies and procedures, timekeeping, holiday requests and leaves.
- Ensure all materials (slides, videos, flyers) are ready in time for events and Sunday services
- Providing administrative and practical support (preparing materials, info packs, forms, venue booking etc.) for courses and other activities (meetings, training sessions)
- Provide administrative support to safeguarding team including management of databases, processing relevant paperwork etc.
- Create weekly service plan/hosting notes in CS Planning
- Record and draft minutes for staff team and other meetings, circulating agreed Actions in an agreed timeframe.