



## **Messy Church Team Administrator**

### **Responsibilities**

#### **Day to day**

- Be the first contact for all Messy Church enquiries
- Provide administrative support for the rest of the team (currently Lucy Moore and Jane Leadbetter who are not office-based. This team is likely to expand in 2012)
- Photocopy and collate materials as needed
- Collate agendas for team meetings; write and circulate minutes
- Assist the team with reminders about deadlines and regular commitments
- Organise supplies of stock for the team
- Work with the other departments of BRF to promote and sustain Messy Church

#### **Website**

- Add content to website, especially new additions to directory
- Organise emails from the website, respond where appropriate and send to appropriate team members otherwise
- Help grow and develop online community

#### **Events**

- Arrange travel on public transport or overseas for team as required
- Arrange accommodation for team where needed
- Respond to enquiries about booking events
- Arrange the booking of events and collect payment
- Organise events such as training days and Messy Weekends, including booking venues, publicising event, organising refreshments, arranging stock and invoicing customers for books bought at the event, collating feedback, providing lists of all the information needed and other administrative tasks needed
- Occasionally provide support at events, which may be out of office hours (this will not be a regular occurrence)

### **Personal qualities**

#### **Essential**

- Has excellent people skills and a friendly manner face to face and on the phone
- Is flexible and adaptable
- Is organised
- Can take the initiative but remain aware of accountability
- Manages projects with good organisation and planning
- Is in sympathy with the values of Messy Church and of BRF
- Is computer literate and experienced in Word and Excel
- Is confident about using the Web
- Can meet deadlines
- Is confident when dealing with a wide variety of people
- Has the ability to take responsibility and handle pressure
- Has excellent communication skills
- Has accurate and clear written skills
- Is methodical and well organised, with good numerical and problem-solving skills
- Is able to work as part of a team

**Desirable**

- Is involved in Messy Church in his or her own church.
- Has a good working knowledge of social media

This position is full-time and is based in BRF's Abingdon offices.

Closing date: 23 February 2012

Interviews will be in the morning of 7 March in Abingdon.

Applications to:

Mrs Claire Proudman  
Bible Reading Fellowship  
15 The Chambers  
Vineyard  
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