

Administrative Assistant (based in Bangor, North Wales)

About the EMW

The EMW is a movement of churches, leaders, and Christians from a variety of different situations who love Jesus Christ, believe that the Bible is the Word of God, and are convinced that the Gospel is the only hope for our lost world. We share the same core beliefs (as outlined in the EMW statement of faith), and we express our unity in Christ by coming together to serve Him and His people (the Church). The EMW is led by church leaders, and is not a denomination or association, but is a servant of gospel churches.

Currently the organisation works in the following key areas:

- Encouraging Unity and true Spirituality between gospel Christians.
- Supporting Churches to teach and disciple Christians.
- Caring for and Supporting Church Leaders.
- Encouraging Prayer and Evangelism.
- Supporting Young People and Children in their Christian faith.

About the role

We are looking for an administrative assistant to come and join our team at the North Wales Office (Bangor). Our ideal candidate will be enthusiastic, organised, methodical and have good communication skills. They should also enjoy working in a team and be focused on delivering excellent customer service.

The role includes: data input into electronic systems; maintaining and keeping records accurate and up to date, dealing with mail, telephone and email enquiries; and, general admin support. From time to time the role will also require providing support outside of the office (e.g. at welcome desk in conferences etc.)

The successful candidate will be expected to work with a network of Christian volunteers. Please note that for this role there is an occupational requirement that the job holder is a Christian in full agreement with our doctrinal basis of faith. Although the North Wales Office works bilingually (Welsh and English), and all EMW workers need to understand the need to work bilingually, this post is not Welsh language essential. This post is part time and permanent (with a probationary period of six months).

Job Description

Job Title(s): Administrative Assistant

Location: EMW North Wales Office, Bangor

Reporting Relationships: Reporting to the Administrative Coordinator

Job Purpose: To help the EMW serve churches through supporting the administrative work of the charity.

Main Responsibilities

- To maintain and keep records (including data input)
- General administrative tasks of a charity office
- Dealing with those we serve over the phone, in emails and in person at events.

Other

The post will include some of the following (depending on skills and gifts):

1. Support a network of volunteers to help with the administrative work of the EMW.
2. Visit EMW events.
3. To work with other staff members to ensure the effective delivery of EMW ministries.
4. To attend all relevant staff meetings.
5. To assess their own training requirements and agree a programme of continuing professional development.
6. To undertake those reasonable tasks as requested by the line manager.
7. The post holder will seek to honour God in all things, working in accordance with the Christian ethos of the EMW and displaying Christian graces.

Salary range

£11.42 per hour

This position is subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).

Hours of work

21 hours per week

Terms and Conditions

Please see our Management handbook for full staff terms and conditions.