FREEDOM IN CHRIST
Transforming Discipleship

OFFICE & EVENTS ADMINISTRATOR JOB DESCRIPTION

1. INTRODUCTION

The Office & Events Administrator support is a key member of Freedom in Christ UK's Operations Team based in the Reading office

Responsibilities include the efficient day-to-day running of the office and the management of incoming enquiries, the administration of online and in-person training events, retreats, and online courses, and the fulfilment of orders.

2. REMUNERATION

- This role is initially for 12 hours a week, spread across three days, for a fixed 12-month contract.
- Salary is £26,000 per year pro rata, with a 10% pension contribution.
- Holiday benefits are 25 days per year plus bank holidays pro rata.

3. KEY RESPONSIBILITIES

- Manage daily office administration tasks, office supplies and equipment, ensuring a well-organised, efficient, and welcoming workplace.
- Deal with all enquiries by email and by phone, answering those you can and referring those you can't to appropriate team members.
- Ensure the fulfilment of orders and resolve any delivery issues
- Support the administration of events
- Maintain accurate records and filing systems
- Ensure compliance with health and safety policies and office procedures
- Assist the team as required, offering administrative support to different projects as capacity allows.

Skills & Competencies

- Excellent organisational and time-management skills
- Strong communication, interpersonal abilities and a collaborative approach.
- Confidence working with stakeholders at all levels
- Competent in Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint)
- Familiar with, or confident you'll quickly learn, software such as Zoom, Project Management Tools, and Website Content Management System (specifically Monday, Drupal and CiviCRM, but training will be provided).

Qualifications & Experience

- Experience or qualifications in office and/or events administration
- Experience with, or is willing to experience, the Freedom in Christ Course

Desirable Attributes

- Highly organised and adaptable
- Attention to detail with a proactive, problem-solving mindset
- Professional and approachable
- Able to work independently and as part of a team
- Calm under pressure, with a flexible approach to changing priorities

4. OCCUPATIONAL REQUIREMENT

The successful applicant will have a sense of God's call to be part of a team that's focussed on helping the church throughout the UK make free and fruitful disciples. This post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010, so you will be expected to be a practicing Christian, an active member of a church, and to clearly demonstrate a personal commitment to the purpose, vision, mission, principles, and core values of Freedom in Christ Ministries UK.