



Job description:

Commission Administrator

Background

Our vision in Commission is to see thousands of lives transformed through hundreds of churches in tens of nations. The Operations team serving the churches in Commission has recently gone through a period of re-structuring to ensure both organisational resilience and growth. This is a fantastic time to be part of the Commission office, as we work to our shared vision together.

Job purpose:

As the Commission Administrator, your role will be to provide efficient and effective administration across a wide variety of operations, particularly designated to the delivery of Commission events and conferences.

Roles and responsibilities

Area of responsibility	Detail
Volunteer recruitment & support	<ul style="list-style-type: none"> • To manage and administrate the safe recruitment of volunteers for Commission events. • Ensuring safer recruitment procedures are followed maintaining accurate records. • To undertake role of Lead Recruiter for volunteer and staff DBS checks. • Developing or sourcing training materials for volunteers. • Maintaining accurate records of volunteer training. • Volunteer care and support.
Event administration	<ul style="list-style-type: none"> • Be a key member of the events team across the whole range of their responsibilities before, during and after events. • Primary point of contact for event delegates and external agencies. • Handle event booking queries. • Liaise with event speakers and other guests. • Support team leaders and servers handling their requests and queries. • Develop and maintain systems, procedures and arrangements in effectively running events. • Maintain databases relevant to Commission events. • Produce relevant materials for events e.g. server badges, timetables etc. • Where necessary attend events to give administrative and practical assistance on site which may involve working away from Bournemouth for single day events, weekend events or multiple days, including overnight stay away.



	<ul style="list-style-type: none"> • Be a key part of the Westpoint & Connect festival events as directed by the Events manager. This will require arriving on site before the event and remaining on site following the event to ensure it is packed down. • Support of booking site administration. • Provide oversight of the Info point at Westpoint, the main point of delegate interaction. • International delegate management (visas, itineraries, hosting etc).
Office administration	<ul style="list-style-type: none"> • Helping to develop efficient and organised systems within the team which would enhance working practice. • Ops meeting minutes. • Database administration (ChurchSuite). • To maintain the Commission diary & programme. • Maintaining accurate records/contact details for all churches in sphere. • Helping to maintain other Commission databases. • Manage Commission office email in absence of Communications officer. • Update 6 monthly church statistics. • General administrative duties as required e.g. printing/photocopying.
Merchandise management	<ul style="list-style-type: none"> • Management of merchandise sales ensure timely delivery to individuals and churches, maintaining accurate records, stocktaking and control, liaising with the finance team to ensure appropriate invoicing.
Commission teams administration	<ul style="list-style-type: none"> • Administrating the travel arrangements for visitors to the UK for Westpoint, other conferences and events including assisting with visa applications, invitations, hosting, travel to churches in UK, itineraries, and hospitality. • Where necessary, assisting with travel arrangements for Commission staff travelling overseas including flight and travel research, including completion of travel documentation – risk assessments, travel itineraries etc as directed. • Organising meetings including UK Leadership and International Team meetings. • Venue and room bookings. • Arranging accommodation, catering and refreshments. • Arranging dates, accommodation and guest hospitality for ad hoc events relating to <i>Commission</i> activity.

Personal specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Demonstrable experience in administration • Experience in working in an office environment and working to deadlines 	
Skills / abilities	<ul style="list-style-type: none"> • Broad competencies in IT, including Microsoft office suite • Flexible, keen and a can-do attitude • Able to develop and implement processes • Organised with attention to detail and multitasking 	
Personal qualities	<ul style="list-style-type: none"> • Committed to Commission’s vision and values • A strong commitment to organisational effectiveness • Willingness to get involved in all levels of events and help where necessary to deliver the event successfully 	<ul style="list-style-type: none"> • Member of a Commission Church

Information for applicant

Job title	Commission Administrator
Working hours	Monday to Friday 9.00am-5.00pm; 37.5 working week
Reporting to	Events manager with dotted line management from Operations Manager where appropriate
Annual leave	25 days + statutory bank holidays + time off in lieu as agreed
Sick leave	Depending on length of service
Location	Commission office, Bournemouth
Travel	Some national travel will be required, including attendance at some Commission events
New staff service	6 month probationary period
Salary	£19,450

