

Job Description

Title of the Post:	Wellspring Administrator (10hrs per week, days to be agreed)
Line-Manager:	Wellspring Co-Ordinator
Office Base:	Wellspring Family Centre, Neatherd Road, Dereham
Expected Salary:	26107.10 FTE (37.5hrs)
Working Pattern:	To Be Agreed

Overall Aims of Post

To support the Wellspring Co-Ordinator with administrative tasks to ensure the smooth running of Wellspring Family Centre and Wellspring Family Church.

Specific Duties

This role is a supportive role to the Wellspring Co-Ordinator. You will be responsible for various tasks such as:

- Keeping our customers invoiced and chasing payments where necessary
- Liaising with our Payroll Provider
- Writing Appeal letters (with the support of our fundraisers) to attract grants to the works of Wellspring Family Centre
- Assisting the Wellspring Co-Ordinator with the processing of DBS applications
- Paying Invoices and overseeing expense payments alongside the Wellspring Co-Ordinator
- Work with the Wellspring Co-Ordinator to facilitate the room booking system and provide a friendly face and warm welcome to the customers of Wellspring Family Centre
- Other tasks as agreed with the trustees, Wellspring Leadership or the Wellspring Co-Ordinator

Person Specification

Essential Qualities

- Born again, baptised in water and the Spirit
- Clear articulation of personal vocation and personal and corporate vision
- Strong conviction about and commitment to vision of elders for local Church, and wider apostolic vision of Relational Mission
- Ability to establish and develop relationships and a good reputation with Church members, Centre Users and the community in general
- Good organisational skills; ability to balance priorities and make sound decisions
- An excellent eye for detail
- Willingness to work flexible hours
- Good IT skills
- Able to use own initiative and work without supervision
- Ability to deal with sensitive and confidential matters with tact and discretion
- Strong commitment to implement Safeguarding policy
- First Aid Trained (Training will be provided if not already certificated)
- Able to organise, plan and prioritise tasks

Desirable Qualities

- Experience in church-based ministry
- Full driving licence
- Experience with Accounting software and familiarity with banking systems
- Understanding of GDPR in relation to personal data held by the church and centre

This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3. As a charitable Christian organisation, the post holder must be committed to and embrace Wellspring Family Church's ethos, and either be currently a member of Wellspring Family Church, or prepared to become one.

To find out more or to register your interest in this position, please contact chairs of trustees: Harry Grigg and Pete Collinson on harry@ancwatton.co.uk and pete@wfcdereham.org with your CV. An Enhanced Disclosure Barring Service (DBS) check is required before a final job offer is made.