



CENTRAL CARE MINISTRY ADMINISTRATOR

Contract: Permanent, Part Time (15hrs p/week – 2 days) / **Annual Salary:** £19-22k FTE depending on experience

ABOUT THE ROLE

To provide excellent and efficient administrative support for Central Counselling and other Care Ministries, whilst championing and living out our Central Care vision and values.

PERSON SPECIFICATION

This role requires someone who...

- Is meticulously organised with an extremely careful attention to detail and process.
- Is professional, discrete, efficient, with a caring personality and have good listening skills particularly due to the required confidentiality within the role.
- Has excellent IT skills to include Microsoft Applications or equivalent online/cloud based email, storage and document processing systems.
- Once initial training has been given, can work autonomously
- Ideally has experience and a heart for loving and serving those most vulnerable and marginalised in society.
- Ideally has experience in supporting those suffering from the effects of poor mental health or who have been in need of pastoral support.

AREA OF RESPONSIBILITY

Central Counselling (7.5hrs a week)

Provide administrative support to the Counselling Service Manager and Assistant. To include:

- Being the initial point of contact for responding to enquiries and emails along the client journey
- Managing the Database and producing reports as required
- Overseeing and supporting counsellors room bookings via Central Hall's room booking platform.
- Supporting counsellors with admin procedures both paper and online
- Photocopying, replenishing client paperwork and counsellor resources and annual document shredding
- Supporting the Counselling Service Manager with recruitment and induction of new counsellors both qualified and students to include PVGs
- Ordering supplies and maintaining the counselling rooms in conjunction with the Central Hall venue team.
- Liaising with the Central Finance team, Clients and Counsellors to receive donations into the service
- Monitor Counsellor memberships of BACP/ COSCA/ ACC or other



Other Central Care Ministries (7.5 hrs a week)

Provide administrative support for the other Care ministries such as CAP, Clothesbank, Soul Food, etc. To include:

- Managing a database of volunteers
- Supporting the processing of volunteer application forms and references.
- Supporting the PVG process for volunteers and any other safeguarding admin support required.

Contributing to regular staff team meetings (including bible devotions and prayer).

MAIN TERMS AND CONDITIONS

Hours: The post is part time – 15hrs per week / 2 Days a week

Salary: £19-22k FTE depending on experience

Holidays: 25 working days per annum (plus public holidays) Pro Rata

Term: This is a permanent position

CRB: This appointment is subject to the candidate obtaining an Enhanced Disclosure.

Occupational Requirement: The post has an occupational requirement for the post holder to be a Christian and ideally to become a worshipping member of Central Church.