



## **Job Opportunity – Reception and Administration Support, Tunbridge Wells Baptist Church**

**Location: Tunbridge Wells, Kent**

**Job Type: Permanent, Part – time**

**Hours: 9.00 to 13.00 Monday to Friday. Additional hours flexible.**

**Salary: Competitive, dependent on experience**

**Starting date: April 2018**

**Closing date for applications: 9 March 2018**

Tunbridge Wells Baptist Church is a growing diverse church family of 350 adults and children. We have young families, folk from overseas, older people and more, reflecting the community in which we live! Our vision is to be part of God's transforming work in our community.

Due to the current post holder stepping down to spend more time away from Tunbridge Wells we are looking to recruit either one or two part time office staff to provide reception and administration support to the church.

The building, based in the centre of town, is well used during the week and you will be the first point of contact for many people contacting the church - the ideal person will be calm, warm and organised!

For the right person or people (the role could be shared), the hours would be up to 23 hours a week to cover the following areas:

- Welcoming visitors, dealing with phone calls, post and emails from 9.00 to 13.00 Monday to Friday
- Dealing with booking enquiries, taking bookings, arranging access and setting up rooms. Putting together a weekly schedule and ensuring everything runs smoothly. Report any issues with the building to the warden.
- Ordering of supplies, photocopying, printing of resources as required.
- Producing weekly service sheets and power points, updating the website and Facebook page and all other church publicity material and ensuring that the notice boards and handout displays are attractive and up to date.
- Organise the practical aspects of baptisms, weddings, funerals, courses and other special events.
- Complete other tasks as requested

The successful candidate will have good IT and communication skills (and be willing to attend training courses if required) and be able handle all situations with sensitivity and good humour. It is important that staff are a part of the Church family and our mission, and so they would be expected to become a member of TWBC and attend Sunday morning services regularly.

For further information and an application form, please contact Barbara O'Driscoll at [barbara.odriscoll@twbc.org.uk](mailto:barbara.odriscoll@twbc.org.uk)