



Kent Workplace Mission

Team Support Coordinator

Line Manager: KWM Coordinating Chaplain

Hours: 15 per week

Salary: £15 an hour

Pension: TBA

Leave allowance: 12 days per annum

Location: the post is currently based at Larkfield and East Malling Methodist Church, but open to this being a Kent or SE London home-based role

Meetings: all meetings are held at Larkfield and East Malling Methodist Church

Person Specification

- A practising Christian, or to have a sympathetic view on faith
- Able to, and comfortable with, working alone
- Self-discipline necessary to work without supervision
- Confidence to make decisions when necessary – within the remit of the role
- Able to use initiative and to be proactive
- Able to be an active member of the Operations Group (the management team of KWM)
- Experience of dealing with volunteers
- Comfortable with relating to people at all levels of all denominational hierarchy
- Able to speak to groups of people (for training, etc)
- Able to work evenings (usually five times a year) and some weekends (usually Saturday for training, conferences, etc)
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Key Competencies

- Comfortable with the Microsoft Office suite particularly, Word, Excel, PowerPoint and Publisher
- Able to use online banking to keep track of the KWM account
- Comfortable with managing the KWM email account and creating new email addresses for new chaplains etc
- Able to maintain and update a website
- Comfortable using Zoom (or equivalent for meetings and minuting them)

Job Description

1	Administration	
a	General office support	
b	First point of contact	
c	Meeting Support: Setting/starting agenda in conjunction with KWM Secretary and Chair for Trustees' meetings and with Vice-Chair for Ops meeting Requesting and collating reports Issuing meeting papers Minutes – taking, writing up and distributing Chasing action points	
d	Finance: Maintaining account spreadsheet Ensuring cheques written for invoices and accurate records kept, and payment sent Acknowledging receipt of donations Liaising with Treasurer	
2	Internal communication	
a	Communication within KWM as directed by Coordinating Chaplain and Ops Group	
b	Communication support for emails, Dropbox and other electronic methods	
3	External communication and marketing	
a	Maintain and manage KWM website alongside the Coordinating Chaplain	
b	Create and maintain KWM newsletter alongside Coordinating Chaplain and Lead Chaplains	
c	Keep stock and order KWM promotional materials as necessary	
d	Assist in creation of KWM promotional materials as necessary	
4	Chaplains' support	
a	Maintain regular contact with KWM chaplains	
b	Report of designated chaplains' activities to Trustee Council meetings	
c	Facilitate supply of name badges, business cards, email address etc	
d	Provide support to the training team during training events	
5	General	
a	Any other duties as shall from time to time be required within the remit of the post.	