

Team Role Description – Hosting & Café Teams Administrator

This is a voluntary role that will enable us to operate more effectively.

Role title: **Hosting and Café Teams Administrator**

Reports to: Operations Director

VISION

St Matthew's is a vibrant Diocesan Mission Church in the heart of Exeter. Our vision is to love Jesus and transform Exeter. Every member of our staff team plays an integral role in making this vision a reality.

JOB PURPOSE

The Hosting & Café Teams Administrator is a key role, bringing operational effectiveness to the running of our Sunday hospitality teams.

The Hosting & Café Teams Administrator will work with the Operations Director to support the wider team in achieving the strategic objectives of the Mission Church.

DIMENSIONS OF THE ROLE

- Serve on either café or hosting team once a month
- Follow up expressions of interest in joining the Sunday hospitality teams
- Administration of the 'flow' on ChurchSuite (church database) showing where people are in the process of getting connected into a team
- Connecting new team members into teams
- Empowering the weekly Team Leads to manage their team's availability
- Solve team unavailability on weeks when there are less than the minimum team available
- The successful candidate will need to complete GDPR training and sign a confidentiality agreement

PERSON SPECIFICATION

ESSENTIAL SKILLS

- Desire to serve the leadership of the church
- Teachability
- Commitment to safeguarding policy and practice
- Excellent organisational skills, with attention to detail and the ability to plan ahead.
- Competent IT and computer skills
- Proactive approach and commitment to see projects through to completion
- Strong communication skills both written and oral
- A team player, with the ability to work collaboratively.

DESIRABLE SKILLS (Including Qualifications):

- Previous administrative experience
- Energetic, flexible, collaborative, and proactive
- Ability to prioritise
- Proficient in word processing and Excel
- Demonstrate a desire for continuous improvement
- Excellent interpersonal and relationship building skills

ROLE REQUIREMENTS:

- 1-2 hours per week – flexi-working
- There is a 3 month probationary period