

**JOB SPECIFICATION FOR ADMINISTRATIVE ASSISTANT -
MATERNITY COVER
(1 year contract with potential for extension)**

Kidz Klub are looking for administrative support for sixteen hours (two days) a week, actual days of work to be agreed.

Vision and Aims

Coventry Kidz Klub's overall mission is to children in Coventry in the age range of 6's-12's (pre secondary school) especially within those areas of the city that have a higher level of deprivation.

Our principal strategy is to run regular clubs for children with fun, games and interactive learning, which effectively communicates the Christian gospel, offers friendship and support, and relays a positive message of self-esteem, respect for others and a good moral framework to help children become healthy members of society.

Children who attend are regularly visited mid-week and we are working with partner churches to encourage follow-on work among children who wish to learn more.

We wish to expand the work by increasing numbers at our existing clubs, by planting further satellite clubs around Coventry, and by using other methods of evangelism and discipleship. Our aim is that every primary school age child in Coventry, especially in areas that have a higher level of deprivation, should have the opportunity to attend a Kidz Klub or an alternative.

Job Description for Administrative Assistant

The role is based at Westwood Church, near Warwick University. The pay is £8.25 per hour with an annual review. Employment is subject to Kidz Klub Coventry's standard terms and conditions.

Primary Tasks and Responsibilities

1. Join in with daily pattern of prayer and worship
2. **Administration volunteers:** recruit, oversee and co-ordinate administration volunteers
3. **Administration for clubs** including: processing paperwork from past weekly klubs; copying and collating weekly paperwork for all klubs; making visiting packs for all clubs; assisting in preparing weekly programme documents; preparing the weekly AV programme using iTunes etc.
4. **Databases, Filing & Record Keeping** including: responsibility for maintaining children, team and supporter and funder databases; updating and maintaining filing systems; assisting with record keeping eg. Prophetic words and stories
5. **Communication & PR** including: sending out prayer updates and termly newsletters; updating Facebook and Twitter feeds and the website.
6. **Financial tasks** including: reconciling petty cash and other financial administration tasks
7. **Stock taking** including: responsibility for stocks of publicity materials; monitoring and ordering resources
8. Other tasks as required

Skills Required

- Good computer skills
- Good knowledge of Microsoft Word and Excel,
- Ideally knowledge of Microsoft PowerPoint and Publisher
- Good organisational and filing skills
- Ability to use photocopier, laminator and shredder (or to learn fast!)
- Able to use Twitter, Facebook and email

For an application form or further information, please contact Sarah Adamson at kidzklubcov@gmail.com or 07890 868390.