



Contagious Administration Assistant (4 days a week)

Position Overview

The role of the Administration Assistant is to support our volunteer teams, help produce excellent Bible Conferences, and event management. As the work of Contagious continues to expand, we want to provide a network of support that enables the gospel ministry to develop and flourish. This role is part time, 4 days a week.

Person Specification:

- **Knowledge** - Computer literate with a working knowledge of Microsoft Office package, booking systems, office systems and procedures. Experience and knowledge of Contagious Bible Ministries and understanding of the sensitivity of working from home. Preferably experience of using Church Suite.
- **Experience & Skills** - Working as part of a team and on own initiative. Responding to queries and simple problem solving. Setting up and maintaining electronic filing systems. Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships. Ability to maintain a high level of confidentiality and discretion at all times.
- **Qualifications** – Intellectually robust with a good standard of education with at least 5 GCSE's or equivalent including Maths and English. Ability to demonstrate a methodical, organised and flexible approach to work.
- **Personal Characteristics** – Able to affirm the Christian ethos and statement of faith of Contagious. Professional and friendly manner. Ability to learn quickly about the business and a willingness to take on new challenges. Work effectively as a team player while being self-motivated when working alone.

Responsibilities Include:

General Administration

- Monitoring the Contagious Admin inbox, and ensuring information is shared with the right people.
- Working with the Contagious booking system Brushfire and Church Suite to ensure data is accurate and kept according to regulations.
- Accessing and using information from our systems to provide everything volunteers need to run their events, producing helpful spreadsheets and lists for event overseers.
- Staying up to date on monthly tasks using the Calendar planner.
- Feeding ideas for marketing to the Operations Manager.
- Attend team meetings face to face where possible (termly), and online team meetings (weekly), where they suit working days and in agreement with the Operations Manager.

Systems:

- Updating our Church Suite database with new bookings.
- Setting up and testing online forms with Cognito, with good attention to detail.
- Researching and managing a merchandise provider. Clearly communicating merchandise sales to our delegates.

Event Administration

- Being the event administrator for two conferences and attending as a leader.
- Co-ordinating and attending their Team Training day, planning how to effectively use the time together and share essential information.
- Communicating the right materials and information to the Core event team.
- Partaking in the annual 24 hour training for Teaching leaders in March.
- Collating any materials or resources needed for your conference.

- Managing relevant enquiries on the 'admin@' email and answering questions appropriately
- Implementing improvements for conferences which can be replicated and built on.

Safe recruitment

- Supporting and enabling good safe practices with voluntary leaders.
- Undertaking safe recruitment checks for TEAM. Upkeeping knowledge of latest guidelines and regulations.
- Maintaining a high level of confidentiality and discretion throughout this process.

Employment Details

Role: Administration Assistant reporting to the Operations Manager and the Director of Contagious

Commencement: January 2025 or before.

The contract is a permanent employment contract and can be terminated with 3 months' notice from either party

Hours of work: Flexible, based around a maximum of 28 hours per week, normally between 9am and 5pm working 4 days a week (Usually Monday - Thursday).

Remuneration: £23,271 FTE a year to be paid monthly direct into a bank or building society account after statutory deductions including tax and National Insurance. A 10% pension contribution will also be made into a pension fund on your behalf.

Holiday: 5 weeks pro rata per year plus Bank Holidays. Some days may need to be taken at times between Christmas and the New Year.

Sickness: Occupational sick pay is discretionary up to 3 months, reviewed on a monthly basis.

Disciplinary Procedure: There is a staged disciplinary procedure which includes a thorough investigation and appropriate hearing, and if necessary sanctions, but in the event of confirmed gross misconduct following the disciplinary process (that is any behaviour which falls seriously short of that which may reasonably be expected of a Christian leader in the light of the Bible's teaching) the Trustees, on behalf of Contagious, reserve the right of instant dismissal.

September 2025

How to apply:

If you are interested in the role please apply by completing the application form and sending it back by the **3rd November 2025**. Interviews will be on 18th/ 19th November.