

VOLUNTEER ROLE DESCRIPTION:

Role Title:	Admin Support
Employer:	United Christian Broadcasters Limited
Reporting to:	Head of Academy Training and Development
Location:	United Christian Broadcasters Limited, Westport Road, Burslem
Hours:	Minimum 1 day per week (more is possible)

UCB Kingdom Academy is a global training organisation with a big vision and exciting plans for the future. We're looking for a highly organised 'admin superhero' who can help the Kingdom Academy small team by providing admin support.

The Kingdom Academy is currently embarking on an exciting and dynamic development programme to offer training and development opportunities to UCB staff and volunteers, UCB European Affiliates and the wider church and so this is a busy team keeping the department organised and running efficiently.

The Kingdom Academy team is made up of the Head of Academy Training and Development; Student Support Worker, Business Administration Apprentice and the Director of Academy.

The role of Volunteer Administrator reports to the Head of Academy Training and Development to provide administrative support for

a) UCB's Media Programme, including:

- Proof-read, print and bind course workbooks
- Assist Kingdom Academy Team members with ad hoc administration

b) UCB's Partnership Courses, including:

- Prepare Student Welcome Packs
- Update spreadsheets of course participants, evening guests etc.
- Print course materials e.g. work books, lanyards, schedules, to-do-lists,

c) UCB UK and European Training and Development Plans including

- Create and print out course materials
- Arrange, distribute and collect training evaluation forms

d) General correspondence including:

- Co-ordinate and book any necessary travel arrangements as required by the Kingdom Academy office.
- Keep and retrieve files and maintain an accurate record of papers and electronic correspondence

- Carry out project research, collating and disseminating information.
- Contribute to, be sensitive to, and in tune with the core values of the organisation's vision and mission.
- Attend meetings as required.
- To gather testimonies from UCB's course participants.
- To support all of UCB's fundraising activities and events; whether in prayer and/or directly in participation.

Qualifications/ Knowledge/ Experience and Skills

- Must have good communication skills; both verbal and written.
- Computer and database literate is essential
- Good interpersonal skills with the ability to communicate with sensitivity and discretion
- Ability to work on own initiative as well as part of a team
- Must have good organisational skills and ability to meet deadlines
- Must enjoy challenges
- Ability to read and digest information accurately
- A good command of the English language
- Must have an enthusiastic customer service approach.
- Must be able to demonstrate attention to detail

Person Specification:

- Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters.
- The commitment to participate in daily prayer time in order to promote organisational unity and our Christian culture
- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- To develop ways of introducing UCBs story in a manner that is relevant and engaging
- A positive commitment and sound knowledge of United Christian Broadcasters
- Strong customer focus
- A 'people person' with a can do attitude
- Resilience, flexibility, reliability, 'can do' approach, initiative, positivity.

Date: March 2024