

## Job Description: Reception and Events Administrator

<b>Salary</b>	£23,297 pa
<b>Grade</b>	8 - Casual
<b>Team</b>	The Administration Team
<b>Line Manager</b>	Office & Facilities Manager
<b>Contract Duration</b>	Fixed term (to 31 August 2025)
<b>Contract Type</b>	Full time
<b>DBS Check Requirement</b>	NA

### Job Purpose

The Reception and Events Administrator is responsible for the day to day running of our meeting rooms, ensuring all rooms are set up in accordance with the meeting organisers requirements and all visitors receive a warm professional welcome to the building. This post will work closely with the Office & Facilities Manager to ensure that sufficient office supplies and refreshments are available at all times. In addition, this role will provide project support to members of the Administration Team and other teams across Church House Guildford.

A comprehensive induction programme will be given to provide an in depth understanding of the functions within Church House Guildford as well as the role itself. In addition, you will have the opportunity to have short placements with some of the teams to gain experience in different areas of our work across the Diocese.

### Relationships:

#### Internal facing:

- CHG Admin Team
- All CHG staff
- All staff at the Bishop's office at Willow Grange

#### External facing:

- Wide range of stakeholders across the Diocese, including clergy and parish representatives and members of the public who contact or visit CHG
- Cathedral staff
- External suppliers and contractors
- Service contract & utility suppliers to CHG
- All those who contact or visit CHG on a range of queries

### Responsibilities

#### **Events & Meeting Rooms**

- Responsible for ensuring all visitors and callers are warmly welcomed and presented with a professional image of CHG,
- Responsible for ensuring meeting rooms are prepared and set up in advance of meetings
- Responsible for ensuring the IT/AV equipment in meeting rooms is working;
- Arrange external meeting rooms where meetings are not able to be held at Church House Guildford

### General Office

- Responsible for the ordering and maintaining of supplies of refreshments and cloakroom sundries
- Be proactive and diligent in spotting any issues in the building and work with the Office & Facilities Manager to ensure resolution

### Project & General Administrative Support

- Provide project support to the Administration Team as directed by team members, scheduling this work in conjunction with the events/conference duties but ensuring deadlines are met
- Open and distribute post or parcels delivered to the office quickly and efficiently
- Respond proactively to enquiries and forward to the appropriate team or resolve in a timely manner
- Any other ad hoc duties or projects, consistent with the nature of the role, which may be required from time to time

## Person Specification: Reception and Events Administrator

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A level</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Organising a project or event</li><li>• Use of Outlook, Word, PowerPoint, and Excel</li><li>• Setting up online calls using Teams, Zoom or similar packages</li></ul>	<ul style="list-style-type: none"><li>• Use of Audio-Visual equipment for online meetings</li><li>• Working in an office in an administrative or receptionist capacity</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent attention to detail and accuracy</li><li>• Good organisational skills with the ability to respond flexibly to changing priorities</li><li>• Good communications skills, both written and oral</li><li>• Ability to work effectively under pressure</li><li>• Ability to solve problems</li></ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"><li>• Fully supportive of the aims and mission of the Church of England</li><li>• A positive approach to customer service</li><li>• Ability to build good working relationships with wide range of colleagues and stakeholders</li><li>• Able to work on own initiative as well as being a supportive team member</li></ul>	<ul style="list-style-type: none"><li>• A practising Christian</li></ul>