



THE SWANSEA AND BRECON DIOCESAN BOARD OF FINANCE



JOB DESCRIPTION

Permanent contract
Full-time, 35 hours per week
Job share could be considered for the right candidates

JOB TITLE:	Reception and Administration Assistant
GRADE:	C
RESPONSIBLE TO:	Reception Administration Supervisor
LOCATION:	The Diocesan Centre, The Cathedral Close, Brecon LD3 9DP / Remote working
PURPOSE:	To support the Reception Administration Supervisor in providing a professional and efficient reception service and administrative support function
MAIN WORKING CONTACTS:	Diocesan and Provincial staff, Bishop and Clergy, Lay members, parishioners and members of the public. As first point of contact, this role is the “public face” of the Diocesan Centre

MAIN TASKS AND RESPONSIBILITIES

- To provide reception services as part of the reception administration team, including but not limited to:
 - Visitor management
 - Maintaining a presentable and welcoming environment
 - Handling enquiries (predominantly via e-mail and telephone), responding to and actioning responses as necessary
 - Dealing with e-mail and postal communications and managing associated processes
 - Co-ordination of bulk mailings/distributions
 - Calendar management for remote and in-person Diocesan meetings, including the scheduling and circulation of electronic meeting information and meeting room bookings, set up and refreshments
 - Administering key control and asset register procedures
 - Maintaining appropriate levels of office supplies, including stock control, ordering and checking of deliveries and invoicing
 - Photocopying services for budget holders and external customers.
- Providing procurement services for the team.
- Maintaining the Diocesan Centre services invoice and recharge database; prepare and distribute quarterly service invoices and recharges.
- Maintaining and updating database information in line with Data Protection legislation and company procedures.

- Taking minutes, either through meeting attendance or by transcription of digital recordings.
- Maintenance of diocesan archive and filing systems, and assist with the move to an electronic filing system.
- Providing administrative support for the Diocesan Secretary and other Diocesan Officers including work of a confidential nature.
- Providing general administrative support for other team members as required.
- Assisting the reception administration supervisor in matters of Health and Safety, including carrying out routine H&S building checks and responding to issues of report.
- Undertaking regular visits to the Eastmoor satellite office in Swansea, to undertake H&S and equipment checks.
- Any other duties as may reasonably be required of the role at the discretion of the Line Manager.