

**JOB DESCRIPTION:** Corporate Services Assistant

**Employer:** United Christian Broadcasters Limited

**Reporting to:** Training & Compliance Lead

**Location:** United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent

**Hours:** 36.25 hours per week (12 month fixed term contract)  
Some flexibility may be required

**Main Purpose of Job:**

To be responsible for providing administrative assistance across the Corporate Services Department.

**Position in Organisation:**

Reports to: Training & Compliance Lead

Working closely with HR Advisor, HR Assistant, Finance Officer, Banking Room Administrator, Head of HR, Financial Controller and Company Secretary

**Duties and Key Responsibilities:**

- ❑ Provide a professional point of contact to all service users; both internally and externally, ensuring that work undertaken accurately reflects UCB's Christian values and ethos
- ❑ Conduct regular health & safety checks, as directed, to ensure statutory compliance including updating and monitoring UCBs driver's list and risk assessments, etc.
- ❑ Monitor, maintain and update the H&S system, as required, with risk assessments and data sheets.
- ❑ Provide clerical assistance and support for Training & Compliance, Human Resources, Finance and Company Secretary this could include but is not limited to:
  - Updating staff personnel files
  - Updating and inputting data on the HR Management System
  - Assisting with the preparation of training and collection of evaluations
  - Ensuring the Training & Compliance standard operating procedures are kept up to date
  - Select a testimony for the weekly round-up
  - Assisting with the preparation of recruitment & induction
  - To read, sort and accurately address incoming supporter post. (Cash Office).
  - Assisting with the collation of documents prior to Trustees' meetings
  - Providing information for the Weekly Round-up
  - Filing and photocopying
  - Assisting with archiving
- ❑ Monitor and record sign in sheet information, liaising with Team Leaders as required.
- ❑ Updating weekly sign in sheets for distribution

- ❑ Maintain all records in accordance with the Data Protection Regulations respecting the confidential nature of the work

**Qualifications, Knowledge, Experience and Skills:**

- ❑ Strong administration and organisational skills with the ability to prioritise a busy workload
- ❑ The ability to work accurately, with attention to detail
- ❑ Strong communication skills both written and verbal with effective interpersonal and customer skills with a collaborative approach to working
- ❑ Must be computer literate working confidently with Microsoft Office Suite
- ❑ An inquisitive, open-minded willing to learn and seek new ways of delivering a good customer service
- ❑ GCSE English and Maths Grade A-C

**Person Specification:**

- ❑ The commitment to participate in daily prayer time in order to promote team unity
- ❑ Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- ❑ 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
- ❑ High level of confidentiality
- ❑ Must enjoy working with people and be able to demonstrate tact and diplomacy while retaining objectivity
- ❑ Must be flexible with a positive can do attitude
- ❑ The ability to work as part of a team

Such other duties that are within the scope of your skills and capabilities that may from time to time be reasonably required

Dated: October 2019

This Job Description does not form part of your Contract of Employment