

## TEAM SUPPORT WORKER

### JOB DESCRIPTION

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**Reporting to:** Director of Operations

**Job purpose:** To support the core T4CG team with good database management and excellent service offered to all T4CG contacts (core team, partners, enquirers, trustees, others)

**Job overview:** Working remotely for most of the time the job holder will be a focal point of communication for the small T4CG team, as well as for individuals who contact the organisation.

#### Key responsibilities

- Manage the database – Donorfy, Mailchimp, Eventbrite
- Analyse data
- Handle finance and basic bookkeeping
- Provide event support
- Create events and monitor response
- Monitor and take action on emails
- Update website
- Provide event support at a venue
- Give great service and work as an effective team member

#### Essential skills and experience

- Use of Microsoft Word, Excel, PowerPoint and WordPress
- Excellent interpersonal, verbal and communication skills
- Managing a database – Donorfy training will be provided
- Record-keeping

#### Desirable experience

Working for a charity, in a church environment, or for a small organisation.

#### Hours

12 hours across 5 days. Flexible except for scheduled Skype meetings and major events (infrequent). Additional hours by agreement.

#### Knowledge and qualities needed

- IT competent
- Good at detail
- Trustworthy and discreet
- Self-starter, self-motivated
- Efficient working methods
- Numerate and literate
- Confident communicator
- Care for and interest in people
- Sensitivity to church structures
- Understanding of Christian ethos