

## Image Office Administrator

This role provides administrative support for the everyday activities of the organisation: the pregnancy helpline, image's recognised training courses, monthly newsletters and prayer initiatives etc.

**Job role:** 12-15 hrs a week at £10-12 per hour (dependent on experience). The role is office based (10.00-2.00), with some flexibility for home working, and currently accountable to the helpline manager. Send in a CV and letter to [applications@imagenet.org.uk](mailto:applications@imagenet.org.uk) by September 25, 2021.

### Roles and responsibilities

- ensuring that all general image enquiries and orders are answered (mail, telephone and e-mail).
- ensuring the efficient mailing of regular image publications and the updating, backing-up and storing of databases that apply to those mailings
- ensuring that all office equipment is maintained and that the office is kept tidy and user-friendly
- maintaining stationery and leaflet stock
- providing assistance to the training, helpline and family service coordinators as well as the trustees and the treasurer.
- ensuring efficient handling and recording of petty cash and any other financial aspects as required
- attending and recording staff management team meetings
- maintaining GDPR compliance for image's computer records and google drive
- creating new recording systems where needed.

### Person specification

- A passion for image's mission, vision and values
- Excellent organisational skills
- Excellent communication skills, both verbally and written
- Computer literate in word-processing, spreadsheets, database and internet
- Ability to work as part of a team
- Ability to work on your own initiative
- Basic accounting experience (desirable)

#### About *image*

**Values statement:** We are called '*image*' because this reflects our core belief: that every person is made in the image of God and so has a life of value, whether old, young, only just conceived, disabled or dying. Hence, we have the strapline, 'Values people from beginning to end'. This core belief also underpins our practice, since we aim to extend the love of God to all our service users, whatever their background or beliefs, by providing unconditional acceptance, agreed time and space, and appropriate support.

**Mission statement:** To provide a Christian response to abortion and to resource the church in this area.

**Vision:** To see a widespread Christian response to abortion in the UK and abroad that includes support for those considering or affected by abortion.

**Services:** **1 Pregnancy Helpline** – offering a compassionate response to those considering or affected by abortion or child loss and providing practical support for families on low income

**2 Training** – providing the resources needed for churches and individuals who want to offer these services.

**3 Prayer** – organising prayer events and regular information and updates for our supporters.