



ASSEMBLIES OF GOD
GREAT BRITAIN

Thank you for your interest in this exciting position of Receptionist (Fixed term: Maternity Cover) at AoG Inc.

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

- AoG Vision
- Job Description
- Person Specification
- Summary of the main terms & conditions for the role
- How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team is shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact HR@aoggb.com

We look forward to hearing from you!



ASSEMBLIES OF GOD
GREAT BRITAIN

AoG Vision

Our National Leader, Ps Glyn Barrett set out his vision for AoG as a movement in 2019. He looked at where we have been as a movement, where we are now and where God is taking us.

Below is a brief summary of the vision, along with a visual for the Future:

PAST

- ★ Re-discovering our Pentecostal roots
- ★ An honour culture for our older ministers

PRESENT

- ★ Church growth over the decades
- ★ Instigation of a Health Check
- ★ Re-evaluate where we are

FUTURE

Focus on:

- ★ Leadership Development
- ★ Church health
- ★ Mission



[Click here](#) to read more about what we believe as a movement.



ASSEMBLIES OF GOD
GREAT BRITAIN

Role Description

Receptionist

Purpose

The key purpose of this role is:

To be the first point of contact for AoG Inc in Manchester, to assist with general administration and to ensure the smooth running of our offices.

Key Tasks and Responsibilities

Reception

1. To ensure all operational aspects of the Reception Area give the best impression to visitors and staff alike, by setting an example for timeliness, efficiency and personal customer service;
2. To provide the best possible customer service by ensuring visitors are warmly and safely welcomed and hospitality is provided when required;
3. To be the primary contact for all incoming telephone calls to the AoG Reception, dealing with queries where possible and forwarding others as appropriate;
4. To ensure visitor books and staff registers and sign in app are up to date, meet data protection requirements and are used in accordance with emergency procedures, and that the internal telephone system is up to date;
5. To arrange cover for the Reception as and when needed, ensuring that it continues to meet our operational needs and is fully and appropriately staffed during office hours.

Office Administration

1. To be responsible for all our AoG 'general information' email accounts: providing full, accurate and timely responses to all emails, working closely with the wider AoG team to get the right information and answers to the sender. Ensuring that everyone who contacts us gets the best service possible and that accurate and factual records are kept when needed (e.g. formal responses and complaints);
2. To ensure that our mail / postal processes run smoothly and efficiently: preparing the outgoing mail (including bulk mail outs), label printing, sorting and distributing incoming mail and managing the payment processes for post and for photocopying;



ASSEMBLIES OF GOD
GREAT BRITAIN

3. To make sure that our photocopier and franking machines run well: including ordering supplies, dealing with repairs and meeting representatives, as and when required;
4. To be responsible for our stationery and office equipment orders: including meeting suppliers, checking stock, ensuring invoices are correct and processing for payment promptly and correctly;
5. Process Church Tenant Reports;
6. Churchsuite support - any additional support for the operations team in regards to Churchsuite processing, i.e Churchsuite block email accounts.

Cross-Team Collaboration

7. To support AoG colleagues in administrative and operational process to include, but are not restricted to, all elements relating to:
 - Church Certificates & Minister ID's
 - Data Processing & Transfer (Operations, College, Finance etc)
 - Website updates (including Vacancies, Church Search)
8. To provide support on ad-hoc tasks, including attending conferences and events as and when required.
9. Comply with all AoG policies and procedures, including ensuring all records and correspondence are held in accordance with AoG's Data Protection Policy.
10. Serve and support the annual AoG National Conference, as well as any other Area/Zone/Church Health or other events as and when requested.
11. Attend the Chapel service in Manchester during the Missio Dei intensive weeks.

Financial Authorities

Adhere to a set annual budget, ensuring stringent financial controls are kept and AoG processes strictly followed. All expenditures must be within budget and approved by Operations Manager

Reporting Line

Report to: Operations Manager



ASSEMBLIES OF GOD
GREAT BRITAIN

PERSON SPECIFICATION

Receptionist

	CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE English GCSE Maths 	<p>X</p> <p>X</p>	
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> Strong written and verbal communication skills Ability to communicate effectively at all levels; good rapport with people of all ages and backgrounds Computer literate and proficient in Google Drive & use of Google Docs/Sheets/Forms/Mail Experience of using different databases, including extracting, analysing and reporting of data Strong organisational and administrative skills Ability to work accurately and speedily with a high attention to detail Effective time management skills – ability to prioritise work and meet deadlines Ability to maintain high levels of confidentiality at all times Ability and skills to manage complaints and conflict situations Knowledge of GDPR 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>
Experience relevant to the role	<ul style="list-style-type: none"> Previous experience in administrative roles Previous experience of working within a Christian church context and an understanding of Christian values, culture and beliefs Experience of Performance Management Software, such as 	<p>X</p> <p>X</p>	<p>X</p>



ASSEMBLIES OF GOD
GREAT BRITAIN

	<p>15:five and task management tools such as Meistertask</p> <ul style="list-style-type: none"> ● Experience of ChurchSuite (church database) or equivalent 		X
Personal Qualities	<ul style="list-style-type: none"> ● Approachable ● Proactive ● Comfortable working alone as well as in a team ● Flexible and adaptable ● Keen to learn and continuously improve ● Comfortable working in a Christian organisation, including attending weekly team prayer meetings, having in-depth discussions with leaders and ministers about church-related issues and challenges 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Commitment to Vision, Values and Beliefs of AoG	<p>Due to the nature of this role and the level of regular interaction with Christian leaders and ministers on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of schedule 9 to the Equality Act 2010.</p>		



ASSEMBLIES OF GOD
GREAT BRITAIN

Summary of the Main Terms and Conditions for the Role

Job title	Receptionist
Duration of role	Fixed Term contract: Maternity Cover
Probationary Period	3 Months
Ideal start date	Mid September 2024
Location	AOG GB Offices Manchester
Hours & days of work (per week)	3 Days Per Week/21 hours (Monday - Wednesday)
Salary (per annum)	£23,436.25 p.a.(this is the full time equivalent, so will be prorated)
Annual leave entitlement	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	AoG Inc. operates a contributory Workplace Pension Scheme into which employees are auto-enrolled (subject to the conditions and eligibility of the scheme).
Required checks (e.g. DBS, References, Right to Work)	2 references Right to work in the UK

How to Apply

Please send a completed AoG application form to:

hr@aoggb.com

Closing date for applications*:

19th August 2024

(please note the below date for interviews)



ASSEMBLIES OF GOD
GREAT BRITAIN

** Please note, we encourage all those interested in applying to send in their application as soon as possible and not wait until the closing dates as if the position needs to be filled quickly, we may need to hold the interviews earlier.*

Anticipated interview date(s): Thursday 22nd August 2024