



Greenlight Administrator

Full-Time, United Kingdom, London

Department
Social Justice

Employment Type
Full - Time

Minimum Experience
Experienced

Are you passionate about helping the homeless in UK?

Are you an organised self-starter with previous administration experience?

Do you have great communication skills and an eye for detail?

We have an exciting new role within our social justice department, we are currently looking for Administrator to join the Greenlight team.

The Greenlight team equip and empower people to help the homeless, regain their trust in humanity, in three different ways, Greenlight teams, Street friends or befriending a homeless person.

As the Hillsong Church London Green Light Administrator you will work closely with the Greenlight Pastor to ensure the team is looked after from an administrative perspective as well as working autonomously on tasks and projects.

Summary of responsibilities:

- Manage and process suitably qualified volunteers to support the Green Light team.
- Complete all administration pretraining to volunteers.
- To assist in the co-ordination of the transport service for the Greenlight vans.
- Assist with recruiting, training and supervising volunteers.
- Ensure our volunteer team are DBS and safeguard trained and this is kept up to date.
- Conducting induction for new volunteer team members, this will include legal and health and safety requirements.
- Maintaining spreadsheets and other tools used in data analysis.
- Assist the Greenlight pastor with the overall communication regarding the Greenlight department and provide regular updates to team and stakeholders.
- Maintain regular checks on the Greenlight database. Ensuring the database is kept up to date and in accordance with GDPR.
- Develop and maintain a medical roster for all Greenlight Vans.
- Build and develop an administration team, whilst attending monthly Green Light team nights with the team.
- General administrations, this may include fielding telephone calls, word processing, creating spreadsheets, presentations, budgeting and filing.
- Oversee management of the Greenlight Fleet, whilst managing the Greenlight medical stocks and Van Paperwork.



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Profile/Skills/Qualification

- Pastoral and experience leading volunteer teams
- Administrative Skills
- Good interpersonal skills and the ability to handle queries from a wide range of people
- Excellent planning & organising skills, with the ability to manage multiple deadlines
- A willingness to work and be:
 - Collaborative
 - Supportive
 - Generous
 - Inspirational
 - Committed to a Common Purpose

If this sounds like you, we would love for you to apply today!