



# Administrative Assistant - AMP and Performing Arts

Part-time, United Kingdom, London (Hybrid)

**Department**  
**Performing Arts**

**Employment Type**  
**Part-Time**

**Minimum Experience**  
**Proficient**

Hillsong is looking for a part-time Administrative Assistant – AMP and Performing Arts to join our Performing Arts Team for a fixed term contract until 31<sup>st</sup> December 2023.

In this role, you will be responsible for providing administrative, operational, and communication support to ensure the successful management of Amplified Arts Academy and Hillsong Creative projects. Your focus will be on ensuring the smooth running of these initiatives.

Amplified Arts Academy exists to empower, inspire, and equip the next generation to reach their full potential. We believe that art has the power to speak truth, shape culture and enrich lives. Our mission is to remove the social and economic barriers to first-class artistic education and provide an inclusive and nurturing environment where students can develop in character, craft, and confidence. We provide a range of arts programmes and training across London for young people aged 4-21.

Hillsong Creative Projects are an aspect of church life that supports the mission and vision of Hillsong Church, for example the presentation of the gospel in creative ways through presentations such as London Carols.

*Please be advised that being a member of Hillsong Church UK is not a requirement for job application. However, we kindly request that applicants are affiliated with a church located in the UK.*

## **AMP Communications**

- Serve as the main point of contact for parents/guardians and students
- Oversee the onboarding process of new students, from initial enquiry to registration
- Create weekly parent/guardian and staff update emails
- Manage the communications for projects e.g. External performances and events
- Support with social media and promo – content creation, scheduling posts and responses

## **AMP Finance**

- Keep track of staff hours and calculate monthly totals
- Process freelance staff payments
- Manage fee payments from parents/guardians
- Support the bursary application process
- Ensure that any discounts and bursaries applied are all reflected in payment system
- Support with sourcing and purchasing of school supplies - uniform, equipment etc

## **Other AMP Responsibilities**

- Operational responsibilities to ensure smooth running of the programme on Saturdays
- Timetabling and scheduling
- Documentation to track student progress

- Take minutes in AMP meetings and help support the stream managers with timely delivery of actions
- Manage safeguarding training, data protection training, contracts and DBS for all staff
- Support with planning and delivery of AMP Showcase and other events
- Ad hoc teaching assistant/programme supervision responsibilities within after-school clubs and holiday clubs

### **Hillsong Creative Projects**

- Support with timelines, schedules, casting, feedback and general operations for Hillsong creative projects such as London Carols
- Attend meetings, rehearsals and services as required to support with note-taking and logistics
- Support with communications to cast, crew and team
- Support with researching and purchasing for creative projects (wardrobe, props, contractors)

### **Additional Responsibilities**

- Additional tasks may be assigned by your oversight from time to time as required including conference and event responsibilities.

### **Skills & Educational Requirements:**

#### **Education:**

- A high school diploma or a GED certificate is preferred, and having demonstrated previous administrative or assistant experience is also considered valuable.

#### **Experience:**

- Experience as an administrative assistant in an arts or education setting
- Experience creating digital assets in Canva or similar
- Experience within a classroom or program delivery setting

#### **Skills and knowledge:**

- Excellent oral and written communication skills
- Excellent time management skills and ability to prioritise work
- Attention to detail and problem-solving skills
- Proficiency in Word and Excel
- Ability to learn new systems and processes quickly
- Knowledge of the arts sector
- Passionate about empowering young people

### ***Why work for Hillsong Church?***

*We work in a dynamic, growing, Christ-centred environment that is influencing the world.*

*We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.*

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial support for external study programs and qualifications.

- Access to Employee Assistance Programs, including health, wellbeing, and other support available, specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

**The role is looking for someone who can start immediately on a fixed term contract.**

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