



Registration Administrator

Part-time, United Kingdom, London (Hybrid)

Department

Central Services

Employment Type

Part-time (15hs per week)
- Fixed Term

Minimum Experience

Proficient

Hillsong UK is currently seeking a Registration Administrator to join our team, working closely with our Central Services Team across the organisation.

This role is initially offered as a 3 month contract, with the primary responsibility of managing the administration of conference and large event registrations. The tasks include ensuring accuracy in our systems, processing changes to conference registrations, and maintaining effective communication with delegates.

Administration

- Being the point of contact for email and phone queries from conference delegates.
- Processing registration changes for Conference 2024 accurately, including managing communication with delegates, collating information, and updating Brushfire.
- Liaising with the finance department to ensure accurate and efficient processing of refunds.
- Being responsible for maintaining accurate data and records within Brushfire.
- Preparing reports on conference information.
- Liaising with Brushfire to ensure the system operates effectively.
- Managing registration processes for other large events as needed.

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:

- Degree level in an Administration, management, or business-related discipline.

Experience:

- Minimum of two years' experience in an administrative role.

Skills and knowledge:

- Strong administration skills
- Proficient in Microsoft Excel
- Excellent communication skills with experience in stakeholder communication

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 permanent contract.

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

To submit your application, kindly send an email to recruitment@hillsong.co.uk including the following documents:

- Full name
- Address
- Contact Number
- Curriculum Vitae (CV)
- Expected salary.
- Location where you attend in Hillsong UK
- How long have you attended Hillsong Church?
- Do you have the valid right to work in the UK?
- Please provide names and contact of 2 pastoral/ church leadership references