

Admin Support

Word Fountain Christian Ministries

Description :

We are looking for volunteers to assist in supporting our office in admin tasks such as:

- word processing
- creating and maintaining filing systems
- dealing with telephone and email enquiries
- keeping diaries and making appointments for staff
- arranging meetings and taking minutes
- invoicing
- looking after budgets

We are flexible to suit your availability, during weekday working hours.

Organisation Description :

Word Fountain Christian Ministries is a faith-based organisation, which spreads the Christian faith to members of the community. It provides support to its members in the form of prayer mentoring and spiritual guidance. The Word Fountain also organises community events for children, youth, men and women.

Family Arena is the community link initiative of Word Fountain Christian Ministries to meet the needs of the growing diverse community in the areas of Cowley, Blackbird Leys, Barton and Littlemore. As a registered charity, Word Fountain is BME led and served by up to 40 volunteers in various capacities. Since 2002, Word Fountain has developed core activities like Women empowerment network, organised musical concerts, seminars and workshops to facilitate social inclusion and economic empowerment of the various communities it serves.

Family Arena will enable Word Fountain expand it's current service and offer the community services like Crèche, Café, bookshop, and enhance communal learning in area of English and Mathematics especially to individuals preparing for GCSE. Our Business philosophy is 'Church and Community Together.

When Required :

Mon-Fri Day

Commitment: Part Time

Areas of Interest :

Children, Education and Literacy, Religion, Women's Groups, Youth

Types of Activity :

Administration, Community Work

Skills and Qualifications :

- Strong interpersonal skills and proven organisational ability
- Ability to communicate fluently at all levels

- Ability to work within a team
- Ability to be tactful and diplomatic when dealing with individuals
- High level of attention to detail and accuracy.
- Highly computer literate with strong working knowledge of MS Word.

Additional/Specific Suitabilities :

Age/Gender Restrictions:	18+
Any other arrangement:	Meal at cafe at subsidised rate
Disabled Access:	Yes
Equal Opportunities Policy:	Yes
Expenses:	Yes
Induction:	Yes
Insurance Cover:	Yes
support on offer:	training
Training:	Yes

Directions :

Address is 73 Hollow Way. Cowley. Oxford. OX4 2ND. Bus Route - Stagecoach no10 through or from Wood farm; stop at the bus stop nearest to Hollow Way Auto Parts (near Oxford Brookes Crescent Hall) .

Recruitment Method :

Application Form, Informal Discussion, References, Trial Period

Contact Information :

Contact:

Dupe Adefala
73 Hollow Way
Oxford
Oxfordshire
OX4 2ND
Tel: 07958 596340
Email: pastor@wordfountain.org
Web: www.wordfountain.org

Alternatively contact:

Volunteer Centre Oxfordshire (service of OCVA)
The Old Court House
Floyds Row
St Aldates
Oxford
OX1 1SS
Tel: 01865 251946
Fax: Contact - Lindsay Watts
Email: vol@ocva.org.uk
Web: www.ocva.org.uk

Details valid from Fri Feb 2010 to Sat Feb 2011