

Project Administrator's Role

- Some of the responsibilities of the Administrator are interchangeable with the Project Co-ordinator. The following is an outline of the main responsibilities – roughly in chronological order.
- Work closely with the Project Co-ordinator to establish the budget and timetable.
- Agree with the Project Co-ordinator who is doing what on the Countdown Checklist – and follow the checklist carefully.
- Order the project materials from Agapé – both for the pilot project and promotion and again for the main project.
- Produce customised project material like the covering letter, 'Putting Feet to my Faith' leaflet and other publicity.
- Collect and record DVD sponsorship gifts.
- Keep track of DVDs loaned to church members for preview.
- Oversee the printing/photocopying of project materials needed for Visitors' Training Sessions I & II.
- Oversee the printing/photocopying of materials for the DVD distribution and questionnaire visits.
- Prepare the pairs of visitors and street assignments before the first Training Session.
- Organise the hand addressing and stuffing of the envelopes for the DVD offer leaflets and letters.
- Assemble the document wallets for the visiting pairs for the DVD offer and Questionnaire visits.
- Assist the Project Co-ordinator at both Training Sessions of the visiting pairs, ensuring that they understand the procedures for completing and returning the paperwork.
- Maintain central records of the DVD distribution results and Questionnaire contacts.
- Reassign Questionnaire visits, if necessary, where some pairs have an 'excess' and others have fewer visits.
- Prepare and deliver letters to DVD sponsors.
- Ensure good records are kept of every questionnaire contact and all follow-up visits and responses.
- Provide updated reports to the Follow-up Co-ordinator on interest in the 'discovery group'.
- Prepare a summary report on the project for presentation to the church.
- Take a well-deserved holiday!