



Church Administrator

Job Description and Profile

| Terms of Employment | |
|---------------------------|--|
| Employment Type: | Part-Time (24hrs - days and times by agreement, hours predominantly to be worked on-site but with scope for some home-working) |
| Salary: | £24,000 pro-rata |
| Responsible to: | Associate Leader |
| Occupational Requirement: | We are an evangelical Christian church with values and beliefs that reflect this. It is crucial that the person who fills this role is a baptised follower of Jesus with an active and thriving walk with him. |

Central is a church family of approximately 80 people and are excited to welcome a new vicar into our church in Oct 2023. Our focus is on encountering Jesus in all that we do, redeeming life by dealing with life's challenges as they come up and loving the city by being radically generous with all that God has given us! (More can be found about our vision and values on our website).

central

As we seek to steward the vision God has given us as a church the position of Church Administrator will play a key role in the day to day operation of the church.

The person who fulfils this position will be someone of integrity with a godly character, prayerful and seeking to live under the authority of the Bible. They will have a strong ability to develop and nurture relationships in a supporting role with the team and wider church community. Being a highly efficient and effective communicator is essential, as a large part of this role will involve communicating internally with members and leaders and also externally .

This job description is not a definitive list of tasks and responsibilities rather it is designed to give an overview of the job. The successful candidate will be expected to own and enhance the position with initiative to ensure the organisation aims are achieved. A review of this post will be taken on a regular ongoing basis.

1. Communications
 - a. Bring together, edit and publish regular communications
 - b. Non-regular event based communication.
 - c. Maximise the use of and update online media such as the website and social media.
 - d. Manage general incoming communication.

2. Finance
 - a. Raise and Pay Invoices
 - b. Day to day banking & bookkeeping
3. Site
 - a. Bookings and Room Hire
 - b. Car Parking
 - c. Facilities & Supplies
 - d. Site Set-up & Utilisation
 - e. Key Holders & Access
4. Ministry
 - a. Event Admin (e.g. advertising, bookings etc.)
 - b. Rota Oversight
 - c. Safeguarding Support
5. Database
 - a. Use and manage the Churchsuite database
 - b. Maintain privacy consents and communication preferences under GDPR
 - c. Maintain paper files/records
6. Board of Trustees (PCC)
 - a. Support the PCC with paperwork, policies and comms.
 - b. APCM Prep etc
7. General Admin
 - a. Undertake Ad-hoc admin and support the staff team.

Experience, Skills and Giftings

Skills and Competencies

- High organisational capability - Essential
- Attention to Detail - Essential
- Strong time management skills with the ability to manage multiple projects/tasks concurrently. - Essential
- Ability to work well under pressure - Essential.
- Ability to prioritise workload and manage other people's expectations – Essential
- A good communicator, verbally and in writing -Essential.
- Ability to build key relationships inside and outside the church - Essential.
- Computer literacy (word processing, spreadsheets, e-mail and Internet apps) – Essential.
- Creative eye for digital design and content creation – Desirable

Experience

- Experience running day to day administration - Essential.
- Experience in creating simple and effective digital design (Canva/Publisher etc) – Desirable
- Experience writing and implementing policies and procedures – Desirable.
- Experience running organisational finance. - Desirable

Knowledge

- Knowledge of how a church operates on a daily/weekly/annual basis – Desirable.
- Knowledge of resources management (security, insurance, legislation etc.) – Desirable.
- Knowledge of the Church of England, local and Diocesan structures and processes – Desirable.
- Knowledge of Finance and Accounting Procedures - Desirable
- Knowledge of the General Data Protection Regulations - Desirable.