

JOB DESCRIPTION:

Job Title:	Church Administrator
Location:	_____church address
Responsible to:	Church Minister
Main responsibility:	Carry out administrative duties
Working with:	Church Community Worker, Church members and members of the public.
Working Hours:	10 hours pw – 5 days pw. Specific hours as agreed

Main tasks**Hall Hiring**

- Keep an updated schedule of all regular & ad hoc hall hire.
- Show prospective hirers around.
- Arrange new bookings.
- Ensure issue and return of hire agreements, including insurance certificate for regular hires.
- Issue door codes to new hirers.
- Change church door codes as required, but at a minimum twice per year.
- Maintain file of all current & past hirers.
- Issue monthly invoices to regular hirers.
- Enter all hire payments made onto spreadsheet record.
- Follow up late or non-payers.
- Secure deposits when required.
- Refund deposits when required.
- Bank all cash & cheques received in payment.
- Develop new methods to publicise our hire facility.
- Calculate and notify regular hirers of new annual fees.

General Administration

- Keep the church website page up to date.
- Keep the Church Notice Board(s) up to date
- Keep the internal Notice Boards up to date.
- Monitor stocks and re-order stationary – paper; printing ink.
- Check offering box weekly.
- Bank church offerings

- Ensure statutory notices (H&S; Insurance & Child Protection) displayed on notice boards.
- Keep a record of annual renewals – IT virus; PAT Testing; Fire Extinguishers testing; Building & Trustee insurance.

Other duties

- Answer telephone enquiries
- Clean both offices weekly and empty bins.
- Maintain coffee/tea/sugar supplies for the Kitchenette.
- Keep record of and inform the Minister of any day to day operating and maintenance issues.
- Pray for the ministry of the church.

PERSON SPECIFICATION

Area	Criteria	Essential / Des
Education	GCSE level or equivalent.	Essential
	NVQ Level 2	Desirable
	High level of spoken & written English	Essential
Experience	Office administration – for example reception type work	Essential
	Personal Assistant to an Executive	Desirable
Qualifications	Intermediate Word & Outlook.	Essential
	Basic Excel	Essential
Personal	It is an occupational requirement for the person to be a committed Christian (Equality Act 2010) and take an active and prayerful role in the ministry of the Church	Essential
	Energetic, warm friendly, and outgoing	Essential
	Able to work unsupervised; self motivated	Essential
	Satisfactory Enhanced DBS	Essential
	Has the right to work in the UK.	Essential
	Discrete & confidential	Essential
	Fully supportive of the mission of the church	Essential
Skills, knowledge and abilities	New technology – social media, websites etc	Desirable
	Accuracy, attention to detail.	Essential
	Competent in handling cash	Essential
	Communication – good face to face verbal skills with hirers and visitors to the church	Essential
	Able to use other office equipment – phone, fax, photocopier, printer etc	Essential
	Good organisational ability	Essential