

# Job Description : Administrator



June 2017

<b>Responsible to:</b>	<b>Vicar</b>
<b>Workplace:</b>	<b>St John's Church Office</b>
<b>Hours of work:</b>	<b>20 hours per week</b>
<b>Salary:</b>	<b>£10,500 - £11,000</b>

## **Aims and Objectives:**

To provide support to the Vicar and wider church leadership, building good working relationships with the church leadership team. To provide efficient and effective administrative support for the work and ministries of St John's Church and to facilitate the growth of this healthy church as it builds community. This is a permanent part time post. A first review of this post will be completed after three months. A second review will take place after 6 months and then annually on the anniversary of commencement of the role. After each review the Job Description for this role may then reasonably be varied by consultation according to the requirements of this growing and developing organisation, balancing the needs of the church with the skillset of the individual.

## **Main Duties and Responsibilities**

Responsibility for many of the following duties will accrue to the Administrator as the church develops this important role and as part of the personal development of the individual. These duties will include:

### **1) Administration**

- a) Responsibility for monitoring stock and ordering supplies for the office and Sunday services
- b) Managing the maintenance of office equipment and facilities
- c) Production and distribution of Sunday news sheet and other communication documents
- d) Assisting with Health and Safety (including Fire Safety) compliance and event risk assessments
- e) Assisting with funeral and wedding bookings, ensuring accurate and timely compliance with the legal aspects, fees, documentation, registers, banns, etc.
- f) Clerking on PCC/Standing and Communications committee meetings to produce action points and minutes within an agreed timeframe, in addition to the collation of reports as required (There may be occasional evening work in this regard.)
- g) Managing accounts with computer, telephone and office equipment contractors and other suppliers
- h) Managing the preparation and distribution of quarterly Church rotas
- i) Managing the preparation for the APCM
- j) Compile and submit statistics to the Diocese as required
- k) General correspondence, emails, filing and archiving documents

### **2) Diary, Database, Website Management and AV**

- a) Manage and maintain the church diary throughout the year, liaising with all those who have regular input to it, taking account of use of premises, and availability of people
- b) Managing and updating the church website and membership database. Liaise with those responsible for our social media presence
- c) Managing and updating PowerPoints for Sunday services

### **3) Other areas of Responsibility**

- a) Assisting in recruiting, training and managing volunteers for reception and administration duties
- b) Assisting in managing cleaning/caretaking staff duties and equipment
- c) Managing lost property storage, return to owners and final disposal
- d) To keep up to date with the constantly changing and dynamic activities and events taking place across the whole of the church