

**Job Description**

**Job Title** Church Administrator

**Job Summary** Providing administrative support for the

efficient running of the church

**Hours** 12 hours per week, over 3-4 days

There is some flexibility on days, although there is a specific requirement to work Fridays

**Accountable to** Rector

**Person Specification and Job Description**

**PERSON SPECIFICATION**

*Personal attributes*

* A “people person”, with a warm, friendly manner both face-to-face and on the phone
* Someone of integrity and honesty
* A team player and good interpersonal skills with others, yet also with the ability to work independently
* Discreet and able to maintain confidentiality
* Highly organised, creative and resourceful
* Uses initiative to anticipate tasks which need to be completed
* Flexible approach to the unpredictability of church life
* Sympathy with the ethos of The Dorcan church

*Administrative skills*

* Ability to maintain and develop efficient administration systems
* Good record keeping skills
* Attention to detail
* Good communication skills – both spoken and written
* Some knowledge of Safeguarding and Health and Safety requirements, or a willingness to learn

*IT skills*

* Proficient in using the Microsoft Office Suite (including Word, Excel and PowerPoint) as well as other IT tools such as Doodle poll and google calendar
* Experience with known publishing software package (e.g. Publisher) to produce attractive leaflets, advertising etc.
* Proficient in use and administration of various social media platforms including Facebook and Twitter, as well as website maintenance
* Willingness to explore and install new church-focused packages such as Church Suite

**JOB DESCRIPTION**

*Administrative duties*

* To be a “hub” for initial enquiries, directing them to the appropriate person
* Managing notice boards and leaflets, ensuring they are tidy, up-to-date and eye-catching
* To assist with general administration, including typing letters, photocopying, filing, managing and sending post
* Producing service sheets and PowerPoint presentations, when needed, for projection in worship services
* Co-ordinating bookings for funerals, baptisms, weddings and other church events
* Promoting effective communication with the Anglican Diocese and Methodist Circuit
* Helping in the scheduling and organising of regular church events throughout the year, including meetings and minute-taking (including out of hours meetings if circumstances allow).
* Opening the chapel when in the office for others to come and visit and pray
* Managing Rector’s diary
* Maintaining a list of church dates/events
* GDPR duties – maintaining the church directory of contacts
* Co-ordinating and arranging stationery supplies, including oversight of the photocopier and its maintenance.

*Marketing*

* Developing our social media presence through regular and dynamic presence on relevant social media sites (currently Facebook and Twitter)
* Developing, maintaining and updating the church website
* Assisting the work of church committees e.g. children and young people, centre management etc.
* Designing and circulating information leaflets and material about the life and events of the church in the community
* Using external publications e.g. Handy Mag to publicise Church services and activities

*Support to wider church and community centre*

* Co-operation and close liaison with the Centre Operations Manager, providing mutual support to each other to ensure smooth running of both the Centre and the church office
* Completing monthly returns to Diocese and liaising with Treasurer for their payment
* Supporting those collating and submitting other returns to both the Methodist district and Anglican Diocese
* Assist others in their roles, as needed e.g. the Electoral role officer, weekly notice sheet co-ordinator, Methodist minister and Rector
* Regular liaison with Churchwardens, stewards, Rector, Methodist Minister, Centre manager and others as appropriate, to ensure the effective day to day running of the church
* Preparation and coordination of Annual Church Meeting
* Providing admin support to Church groups, including Tiny Tots and Messy Church

*Other duties:*

* Safeguarding – providing admin support to the team, including arranging meetings, taking minutes, updating the Diocesan Safeguarding Dashboard/Audit and maintaining Safeguarding records
* Health and Safety – to support our church Health and Safety requirements, maintaining a register of risk assessments.
* To undertake other tasks that may be reasonably requested