

Job Description – Church Administrator

Role

We are looking for an experienced and skilled administrator to support Tilehouse Street Baptist Church's ministry on a flexible, part-time basis. The purpose of the role is to facilitate the administration of the Church, working in close co-operation with the Minister and deacons.

As a faith based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder therefore will be expected to be in sympathy with these beliefs.

Along with the Minister and others, the post-holder will be expected to be a key face and voice of the Church to the wider community, from managing lettings to dealing with enquiries and booking special events, better enabling us to serve our community.

Context

Tilehouse Street Baptist Church is in a residential part of the town and provides a focal point for the neighbourhood. Our premises consist of two buildings, the Church and the Hall which has several rooms. These are used every day and most evenings for a range of activities, including hosting a Pre-school and Nursery.

Location and Hours

The Church is located in Upper Tilehouse Street, Hitchin, SG5 2EE and the post-holder will be based in the office on site. The job is for 12 hours per week, ideally spread over 4 days, but some flexibility in the distribution of the hours may be agreed.

Terms and Conditions

The detailed terms and conditions will be specified in the Contract of Employment.

The salary will be £14 per hour paid monthly in arrears by direct transfer. Remuneration will be reviewed annually.

There will be a six-month probationary period with a review after three months. An appraisal will take place to confirm completion of the probationary period and annual appraisals will take place thereafter. During the probationary period one week's notice of termination of employment will be required on either side. One month's notice on either side will be required thereafter.

Annual paid holiday entitlement is 25 days pro-rata. Leave should be arranged in advance with the line manager, bearing in mind the particular demands of preparation for major church festivals.

The line manager will regularly review duties, responsibilities and mutual concerns with the post-holder.

Key Responsibilities

Premises and Lettings

- a) Manage lettings, (including the use of Google diary), explain conditions and issue invoices.
- b) Identify and report any issues relating to lettings.
- c) Promote unused space and market letting opportunities.
- d) Maintain accurate records of key holders.

Church Communications

- a) Act as first point of contact for all enquiries ensuring they are dealt with politely, professionally and followed up by appropriate action.
- b) Manage all correspondence including post, emails and telephone.

- c) Ensure all notice boards are tidy and up to date.
- d) Assist with the production of publications including the weekly printed news sheet.
- e) Produce, maintain and circulate the Tilehouse Street directory, in compliance with GDP regulations.
- f) Co-ordinate occasional Church mailings and the Annual Report.
- g) Assist with keeping the website up to date.

Office Management and General Administrative Services

- a) Provide general administrative support to the Minister, deacons and other Church officers as required.
- b) Administer the diary, arranging appointments and setting up meetings when requested.
- c) Order or arrange for the purchase of supplies for ministry including stationery, communion wine, paper towels etc.
- d) Oversee the maintenance of equipment in the Church office and deal with any maintenance and service contracts e.g. utilities, piano/organ tuner, boiler inspection etc.
- e) Assist with the purchase of office equipment.
- f) Ensure that the working environment in the office is safe and tidy.
- g) Review and implement procedures to ensure effective and efficient office operation.

Aspects of the job description may be subject to alteration as the role continues to develop.

The successful applicant will require an Enhanced Disclosure and Barring Service check.