

## **Job Description:**

**Job Title:** Administrator

**Hours:** 7.5hrs/week

**Term:** 1 year (fixed term)

**Reports to:** Dave Keeping, Lead Elder & Trustee

**Pay:** £12/hr

### **Job Purpose:**

Support the elders, trustees, and leadership team to help Grace Church run as efficiently as possible.

### **Responsibilities** (to achieve your purpose, you will need to):

1. Manage our electronic records and systems, ensuring they are up to date, well organised and comply with General Data Protection Regulations (GDPR) and the access/permissions set by the trustees.
2. Support the elders and trustees to coordinate key meetings and take responsibility for producing accurate minutes.
3. Coordinate and produce a quarterly church planner to reflect our pre-planned activities and share these with the church members.
4. Assist the elders, trustees and leaders to communicate important church news (via email, social media, letters) and keep our website up to date.
5. Manage and respond to all enquiries relating to the hire of the church venue.
6. Respond to all general enquiries to the church via the website, office email and mobile.
7. Manage and order supplies for the church venue (i.e. refreshments, cleaning products, office supplies)
8. Support the church treasurer to help manage our online banking, payments, expenses, monthly payroll and annual financial reports.
9. Meet with/be accountable to an elder on a regular basis (at least quarterly) regarding your role and development.
10. Adhere to all Grace Church's policies and procedures relating to employment, including the code of conduct and our responsibilities under GDPR.
11. Support the vision, values, and purpose of Grace Church. Faithfully represent the views, beliefs, and teaching of Grace Church. Where you feel unable to do so, let the elders know as soon as possible so that we can work toward a place of understanding and try to avoid any crisis of conscience.
12. Perform any other tasks as required from time to time by the elders and trustees.

## Person Specification: Administrator



### Required:

1. A Christian believer baptised in water and the Holy Spirit.
2. A member of Grace Church for at least 12 months.
3. Of good character (able to fulfil the qualifications for “deacons” that may apply in 1 Timothy 3:8-12, i.e. dignified, sober, faithful, manages their household affairs well etc.)
4. Prior experience (paid or voluntary) that enables them to fulfil the responsibilities of the role.
5. Have relevant qualifications to help perform the tasks associated with the role (i.e. a minimum of GCSE English and Maths).
6. Well organised, motivated, proactive, and able to prioritise tasks.
7. Flexible, adaptable, able to work independently.
8. Able to work in a variety of locations (i.e. home, church venue, a trustee’s home as a venue for a trustee meeting).
9. Excellent communication skills.
10. Knows when to seek support from others.
11. Able to manage confidential and sensitive information.
12. Competent in using a range of computer software such the Microsoft Office and Google suite (i.e. Word, Excel, Gmail, Google drive)

### Desirable (but not required):

1. Your own transport.