

**Church Administrator**

An exciting opportunity has arisen for a Church Administrator to join St George’s Church. We are looking for a gifted, experienced and skilled administrator to work on a flexible part time basis to support our church ministry.

The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the incumbent and church wardens.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

**Job Title**: Part Time Church Administrator

**Location**: St Georges Church, Bamford Street, Glascote, Tamworth, B77 2AT

**Hours of work**: 10 hours per week over 3-4 days between 9.00am and 1pm. Flexibility in hours management and additional work may be required on occasions as the role demands.

**Salary** : £13.39 per hour (£6,962 p.a) plus contributory pension scheme.

**Reporting**: To the incumbent and church wardens.

**Applications**: Please send your covering letter and CV to St Georges church office by post or email

[office@stgeorges-glascote.org.uk](mailto:office@stgeorges-glascote.org.uk) for the attention of Fae Ellor/Carol Morgan by Sunday 19th Oct.

**Interview Dates**: To be confirmed.

**Job Description**

This position requires a degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self motivation and discretion are essential. Equally the post holder will need confidence and proven organisational, financial, communication and interpersonal skills.

The person appointed will have the full support of the incumbent, church wardens, leaders and DCC. The church office is within St George’s Church.

**General Responsibilities**

* **To undertake day to day administrative tasks**
  + Provide general administrative support to the incumbent and church wardens and leadership team.
  + Be a first point of contact for visitors to the church, deal with enquiries by phone, post, email and other direct communications.
  + Manage the internal and external communications of the church.
  + Ensure the efficient running of the church office, ordering all church supplies and stationery and maintaining office equipment.
  + To undertake diary management of church appointments and events.
  + To establish and maintain an efficient filing system for church correspondence, records etc that is recognised by the Diocese and acceptable to diocesan auditors.
  + Communicate effectively with preschool and ensure close links are maintained.
  + Maintain and update the church website, social media platforms and noticeboards as authorised by the incumbent or church wardens.
  + Maintain CofE electronic registers via ‘A Church near You’
  + To undertake any other administrative tasks as required.
* **To organise and support liturgical and other church events** 
  + To collate orders of worship and relating documentation for services and events.
  + To design, email and print weekly notice sheets.
  + To compile the service support team – reading, welcome rota.
  + Assist with the organisation of services as requested by the incumbent and help facilitate festivals such as Easter and Christmas.
  + Provide administrative support for relevant matters relating to baptisms, funerals and weddings including dealing with enquiries, communication with undertakers and other professionals.
  + Assist with the organisation of school visits.
  + Administer Statutory Documentation, (annual returns, wedding registration, CCLI reports).
  + Collate quarterly Statistical updates.
  + Take enquiries and bookings in relation to the church hall.
* **Financial Responsibilities** 
  + Count and check the weekly giving and enter into a spreadsheet.
  + Maintain and balance petty cash and giving sheets.
  + Work closely with church wardens and treasurer when required to ensure financial obligations are fulfilled.
  + Pay monies into the post office.
  + Raise Invoices accordingly for preschool, girl guides etc..
  + Liaise and reimburse reasonable expenses for miscellaneous expenditure.

**General**

* Ensure the church office environment is kept tidy and presentable.
* Maintain professional levels of confidentiality.
* Be sensitive to situations and act accordingly.
* Show initiative and be pro-active in improving administration and communication within the church.

This list is not an exhaustive statement of the responsibilities or activities involved in this position. The job holder may be required to undertake other related tasks which will be reviewed in consultation with the post holder and amended in light of the changing needs of the church.

**Essential Skills**

* The ability to work alone, reliably without supervision
* The ability to work effectively as part of a team
* Professional and courteous telephone manner.
* Previous experience using a variety of administrative, financial and organisational systems.
* Possess excellent oral and written communication skills.
* A good working knowledge of all Microsoft packages (Word, Excel, Publisher, PowerPoint and Outlook).
* The ability to manage time and prioritise well.
* Good data entry skills and an eye for detail.
* Good social skills, so to build trust and positive relationships.

**Desirable Skills** :

A working understanding of, or willing to learn. General Data Protection Regulations (GDPR) and how to handle Personally Identifiable Data.