



PART-TIME CHURCH ADMINISTRATOR

Meredith Road Baptist Church are seeking a **Church Administrator** to join the staff of a busy, lively church in Coventry.

A. PRIMARY ROLE

1. Be the initial point of contact for the church;
2. Manage the church office;
3. Provide administrative support to church leadership;
4. Handle internal and external data, communications and technology;
5. Coordinate hall hire and events.

B. KEY RESPONSIBILITIES

Be the initial point of contact for the church

- Act as receptionist for all visitors to the premises;
- Be the point of contact for any contractors working on the premises;
- Ensure phone calls, voicemail messages, and all correspondence (including emails and website enquiries) are answered or dealt with in a sensitive and timely manner;
- Be the first point of contact over routine maintenance and other issues within the grounds.

Manage the Church Office

- Manage the church database securely;;
- Maintain and update the (paper, digital, website) church diary for all activities;
- Ensure the office is kept secure, clean and tidy for access and use by those who have permission;
- Liaise with church deacons regarding maintenance contracts;
- Maintain and order supplies for office, catering, cleaning, and ministry use;
- Assist the Treasurer to prepare the monthly accounts on Sage: petty cash sheet, balance sheet, statements, bank transfers, wages, Gift Aid claims, etc;
- Follow the Lone Workers' Policy guidelines to ensure safe working.

Provide Administrative Support to church leadership

- Assist, as required, with rotas and other arrangements for worship services;
- Handle arrangements for special services and events;
- Ensure the maintenance of all legal registers;
- Oversee the renewal and observance of song copyright licensing (CCLI);
- Ensure that all statutory documents for the church are dealt with properly;
- Manage the church's filing system;
- Ensure that meeting agendas and relevant reports and papers are circulated, meeting minutes are taken and filed.
- Annually collect, or compile and update reports for AGMs.

Inform and communicate with church members, visitors, and the general public

- Personally maintain a good working knowledge and understanding of the church's overall ministry;
- Edit and produce the weekly notice sheet;
- Update the church website each week with relevant changes;
- Manage regular emails to church members;
- Compile the annual reports from activity leaders for the AGM;
- Ensure that all DBS checks are up to date.

Coordinate Use of Premises

- Be the point of contact with all hirers of church premises;
- Ensure rooms are prepared on time for every letting;
- Oversee lettings contracts, performance licences, liability insurances, security, billing and receiving invoice payments;
- Ensure all letting clients comply with and follow church guidelines for external activities;
- Ensure all risk assessments and statutory requirements are completed and updated as necessary.

C. GENERAL EMPLOYEE RESPONSIBILITIES

- As an employee of the church, you will be expected to follow the church's Safeguarding Policy at all times;
- You will be required to undergo regular relevant training including Safeguarding, GDPR, First Aid in the Workplace and Fire Marshal training;
- As a keyholder, you will be expected to follow clear instructions when locking up, setting the alarm and securing the gates.

D. EXPECTATIONS

- Your direct Line Manager will be an assigned Church Deacon or Elder;
- You will be expected to meet with your Line Manager at least quarterly, at a mutually convenient time, in order to discuss and review your workload and challenges, and to schedule holidays, etc;
- The role will require regular office hours when from time to time you may be the only one working in the church building.

E. PERSONAL QUALITIES

- You are a team player with a servant heart but are happy to faithfully work alone some of the time;
- You are committed to personal development, in terms of your career, and want to keep learning.

F. SKILLS SET

- Ideally you have some administrative experience and training;
- You have excellent organisational skills, and a diligent work ethic;
- You have a friendly disposition, with a healthy sense of humour;
- You are a diligent worker, faithfully fulfilling regular duties without constant supervision;
- You will work with all church members to help make the church premises and our online presence a safe, welcoming, friendly and kind environment, which promotes the Christian faith.

G. EXPERIENCE & KNOWLEDGE

- You have adequate experience to use IT equipment, including computers, printers, digital and paper filing systems, laminator, shredder, etc;
- Training can be provided where needed for our specific office equipment.

H. REQUIREMENTS

- Two references from previous employers or community leaders;
- Appropriate administrative training and qualifications;
- A DBS check will be required for this role;
- You will be welcome to participate in church activities and events in your own time, but worship participation or an active Christian faith are not requirements of the role.

I. ACCOUNTABILITY

- You will be accountable to your assigned Line Manager. Grievances can be escalated to any other MRBC church leader or trustee.

J. TERMS

- **Hours of work:** 22 hours per week, split over 4 days, including occasional evening working.
- **Annual leave entitlement:** 5 weeks (110 hours) per annum in any calendar year, in addition to statutory bank holidays.
- **Commitment:** The successful applicant will be offered a fixed contract, after an initial 6-months' probationary period, if agreed targets have been met.
- **Salary:** will start at £14,197 per annum.
- The successful applicant will be offered a fixed contract after an initial 6 months' probation period, as well as the option to participate in a NEST Pension Scheme, to which the church contributes 5 per cent.

APPLICATION PROCESS

Send your **CV and a covering letter** outlining why you believe you are the right person for this role to:
admin.role@meredithroadbaptist.uk

CLOSING DATE: 23:59 on **Friday 3 January 2025**.