

Role specification

Job title	Administrator/Co-ordinator	
Location	Inglewhite Congregational Church, Inglewhite, Preston, Lancashire	
Working with	Pastor & leadership team (7 non-paid)	
Working hours	12 hours per week (possibly more), flexible with some evening and weekend engagements	
Salary	£12-14 per hour, based on experience	
Annual leave	25 days/annum plus statutory bank holidays (pro rata)	
Pension	Yes	
Contract	Permanent, part-time (6 month probationary with appraisal after probationary period)	
Travel/training expenses	Available	
Place of work:	Ideally Inglewhite Church but home working could be considered. It would be desirable if the successful person worships at Inglewhite Church on a Sunday.	
Equipment:	Laptop/phone as required	

Vision: To set up and ensure the seamless running of the church policies, and administrative systems, offering admin support to all church ministries.

Role: To report directly and be accountable to the church Pastor (Paul Davies) daily –with wider accountability to church leadership team.

Role description:

He/she will be expected to undertake the following duties in the course of their employment including but not limited to:

- Manage digital and paper-based admin systems across the range of ministries within the church
- Continue the use and development of digital administrative systems such as Dropbox, Microsoft OneDrive, ChurchSuite, to facilitate effective communication, file retention and co-ordination of activities across different areas of ministry and Zoom for online meetings
- Managing church online accounts and subscriptions, providing login and user account access to church system users
- Routine church administration activities to support the church pastor
- Create and maintain church rotas liaising with church ministry leaders
- Administration of church health and safety/child protection policies and procedures
- Coordination, communication and support of church events/meetings (including minute-taking) & ministries
- Updating official documentation for compliance with UK charity commission (such as church annual report submission)
- Being the main point of contact for the Charities Commission and updating records as well as collating and submitting the annual report
- Ensuring all relevant DBS checks are carried out and up-to-date (DBS verification)
- Managing the church calendar and building use
- Working with the pastor/assistant pastor to manage the pastoral visiting rota/system and liaising with practical support team
- Maintaining records for church maintenance and repairs, organising church access to workers
- Circulating online & printing information to support church pastor in the smooth running of church services and mid-week activities
- Liaising with youth ministry team for event dates/family services
- Organisation of the church and office supplies
- To coordinate risk assessments with activity leaders and ensure diligent storage

- To produce advertising flyers and church newsletter
- Occasionally update website
- Engage in regular appraisals with small team including Pastor (feedback shared with leadership team)
- Any other reasonable duties requested by the Pastor and any other senior paid staff or leadership team.

Personal Qualities

Genuine requirement the holder of this post be a practising Christian who fully supports the church ethos (please see attached statement of faith)

Be both technically competent but friendly to those inside and outside of the church- welcoming and positive at all times to those enquiring about the work at Inglewhite Church

This role requires flexible working at weekends and evenings at various locations including the church and other meeting venues within the locality including sometimes at people's homes

Have excellent personal skills – being especially helpful and welcoming

Ability to work alone, setting priorities and using initiative

Ability to deal with difficult challenging situations appropriately and sensitively

Ability to work as part of a team.

Have great integrity, with the ability to work confidentially and respectfully.

The successful candidate will ideally have:

Administration experience, including basic accounting

IT skills including word processing, database management and basic spreadsheets, email etc

Employment will be subject to 2 written references, and a clear DBS check