

EMMANUEL BAPTIST CHURCH



CHURCH ADMINISTRATOR Applicant Information

JOB PURPOSE:

Emmanuel Baptist Church is currently recruiting for a part-time Church Administrator to provide support to the Elders in implementing the vision and direction of the Church through good administration and communication of the church programme, and we welcome applications from suitably qualified individuals.

OVERVIEW OF THE CHURCH:

Emmanuel Baptist Church acknowledges the headship of Jesus Christ over His Church and exists to glorify the triune God by maintaining and promoting His worship both individually and corporately. Its members devote themselves to the teachings of Scripture, to fellowship, breaking of bread, prayer and evangelism. They commit, with the help of God, to be a witness to the saving and sustaining power of the Lord Jesus Christ and to work for the extension of His Kingdom. The principle charitable objective of the church is the advancement of the Christian faith according to the teachings of Scripture, the Doctrinal Statement and Baptist principles.

DURATION:

Up to 24 months (subject to review after 12 months)

LOCATION:

Emmanuel Baptist Church (Hybrid working may be considered, subject to the needs of the Church)

BENEFITS:

- **Salary**
£5948.80 per annum, based on the National Living Wage at 10 hours per week initially.
There is the possibility this may increase, by mutual agreement, up to 15 hours per week.
- **Holiday Entitlement**
Five weeks per annum (pro-rata)
- **Sickness Absence**
Statutory Entitlement

HOW TO APPLY:

If you wish to apply for this position, please email your CV with a covering letter to include a summary of how you meet the criteria, to Andrew Harvey (Church Secretary) at as.harvey@hotmail.co.uk by **Friday 29 November 2024 at 5.00 pm**.

Job Description

SUMMARY:

The Church Administrator will be responsible for a range of administrative tasks that facilitate the day-to-day administrative operations of the church and for the coordination of church activities, and use of the building in close cooperation with the Elders, Church Secretary and Ministry leaders. These will include: Assisting the Pastor with the daily and weekly demand of administrative and communication tasks; Ensuring safeguarding and health and safety record keeping meet high standards; Coordinating church communication internally (i.e. order of service, social media, Youtube, website, Power point Announcements, Church Suite etc) and externally (i.e. Baptist Association, local schools, community forums, contractors, short term teams etc).

MAJOR DUTIES:

1. Managing a church office function to support staff and ministries, and direct enquiries appropriately.
2. Ensuring the online Church Calendar of Events is kept up to date.
3. Liaising with various teams/committees to co-ordinate facilities and timely communications related to new programmes, fellowship opportunities and outreach initiatives e.g. Easter, Community Cafe, Christmas programme.
4. Establishment and maintenance of registration systems for events as required.
5. Creating, maintaining, storing, and processing all necessary documentation and systems in an orderly and accurate manner. This will include documents and data related to the building and fire regulations, health and safety, facilities, charities commission, GDPR and child protection.
6. Provide administrative and communicative assistance in preparation for main services (i.e. order of service, maintaining church social media channels and website)
7. Conduct all activities with diligence, meekness and humility with consideration always for the unity of the church.
8. Manage confidential and private information in a discrete and professional manner.
9. Regular contact with line manager and Church Secretary to review requirements of the role and agree tasks and deadlines
10. Any other reasonable administrative duties necessary for the smooth running of the church as directed by the Pastor and Church Secretary.

ESSENTIAL CRITERIA:

1. 5 GCSEs at Grade C (or Grade 4) or above, including English and Maths, or equivalent educational standard (Three years recent experience in a similar role may be considered in lieu of qualifications)
2. Two years recent relevant experience (within the last five years) in an administrative environment and demonstrate how this may be utilised in a church context to include:
 - Excellent IT skills including Microsoft Office Suite
 - Use of Social Media channels at work
 - Use of database management systems
 - Excellent written and verbal communication skills

3. Effective organisational skills including:
 - Ability to manage competing priorities
 - Effective record management skills
 - Ability to develop good governance and data security processes
 - Ability to work independently with minimal supervision
 - High attention to detail
4. Ability to use tact, discretion and respect for confidentiality.
5. Eligibility to work in the UK in line with Home Office guidelines.
6. Must be sympathetic to the beliefs, practices and ethos of Emmanuel Baptist Church.

DESIRABLE CRITERIA:

1. Experience designing materials for promotional purposes.
2. Basic photography/video recording experience.