



## St George's URC

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### Job Description

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#### Church Administrator (CA)

<b>Project/Company:</b>	St George's URC	<b>Line Manager:</b>	Church Secretary TBA
<b>Base:</b>	St George's Church Office, Hemel Hempstead	<b>Hours of Work:</b> <b>12 hours per week</b>	Flexibly (by prior agreement)

#### Role:

The basic responsibility of the Church Administrator (CA) is to undertake regular task based work to support the Eldership team and volunteers to ensure the smooth running of the church. The candidate will take ownership of the tasks and responsibilities assigned and work in cooperation with the Church Secretary. This will be regular task based work

#### Principal tasks/responsibilities:

- Manage admin email address
- Deal with emails on a regular basis
- Manage hall bookings and payments
- Prepare and collate weekly news sheet
- Take responsibility and work with volunteers/ Elders on preparation and distribution of rotas at an appropriate time
- Maintain membership and other internal databases
- Perform administrative tasks to support any services
- Manage the Church calendar
- Distribute where requested, church policies, notices and other church related information.
- Produce letters, reports and other documents, including weekly news sheets.
- Review and maintain an up to date file of "how to" processes in relation to church activities involving those in the church who are responsible for the particular roles.
- Answer general questions in person, by phone and by email, and take and pass on messages where appropriate.
- Provide administrative support both prior to and during events including meetings such as Elders and BMC
- Ensure support is available for key church events such as funerals, weddings, staff/elders training etc



## **St George's URC**

- Manage and maintain the notice boards
- Distribute mail
- Assist in keeping the office clean, tidy and presentable
- Undertake general filing and other office duties

### **Required Skills and Attributes:**

#### Essential

- Organised and self motivated
- Good IT skills
- Knowledge of Microsoft office suite
- Knowledge of other communications software tool such as Facebook / twitter / websites (or willingness to train)
- Good written and verbal communication skills
- Able to meet deadlines
- Able to work as part of a team
- Full DBS
- Eligible to work in the UK
- Good people skills including working with volunteers.
- Pastorally sensitive/ confidential

#### Desirable

- Committed Christian