



Job Description

Job Title	Church Administrative Co-ordinator
Area/Department	Lion Walk United Reformed Church
Reporting to	Church Secretary
Direct Reports	None
Location	Lion Walk Precinct, Colchester. Essex
Travel	None
Working Hours	15 hrs/week (3 hours/day) (28 days/year holiday to include Bank Holidays)
Salary	£7191 pa

Job Summary:

This is a newly created post within the local Church at Lion Walk, set up to support Church members who voluntarily carry out a wide range of necessary administrative duties, enabling them to have greater opportunity to further develop the pastoral and spiritual role of the Church. The post holder will work alongside committee Chairs, secretaries and others within the church, enabling them to fulfil their responsibilities and functions.

The post holder must be sympathetic to the ethos of a church, must have prior experience of working in a Church or the voluntary sector or within a charity, and must be self-motivated as for much of the time they will be working with minimal supervision.

Principal responsibilities and duties

The post holder will work with Church officers to support them by:

1. Assisting with routine administration e.g.

- a) Maintain Church membership list and mailing list (postal & email)
- b) Maintain Church calendars and rotas as necessary
- c) Maintain Church directory as necessary including collating responses to GDPR update requests
- d) Maintain list of roles and functions of Church members
- e) Maintain Gift Aid register
- f) Distribute Church mail
- g) Liaise with shopping centre management
- h) Communicate with Synod as necessary
- i) Monitor answer machine and respond to messages as appropriate
- j) Filing and other routine office duties

2. Assisting with marketing the Church and promoting the use of its premises e.g.

- a) Answer the telephone in a manner sympathetic to, and supportive of, the Church ethos.
- b) Maintain and run the Church website
- c) Promote the Church and its activities through social media and local news channels
- d) Liaise with precinct management staff regarding Church and/or precinct events
- e) Support the administration of lettings of the Church premises including the issue of invoices and collection of payments.

3. Assisting with the production of and/or collating Church materials e.g.

- a) Collate and produce the Church's monthly magazine
- b) Production of the weekly service sheet as necessary
- c) Production of Church mail as necessary
- d) Collate and produce the Church directory of members and adherents as necessary.

Please note, this is not a mandatory nor exhaustive list.

Expected Standards

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers.
2. Act in ways that support a culture which promotes equality and values diversity
3. Act in ways that protect own and others' health safety and security.
4. Work with discretion and maintain confidentiality at all times as is appropriate to the role.
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance
6. Ensure compliance with data protection principle and practice.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Job Title: Church Administrative Co-ordinator

Requirements	Essential	Desirable
Education and qualifications	<p>English skills to GCSE grade B or equivalent</p> <p>Minimum 5 GCSEs or equivalent at Grade C or above</p> <p>Confidence when working with ICT (see Skills & Abilities)</p>	
Experience and Knowledge	<p>Administration in an office environment.</p> <p>Knowledge of Health and Safety procedures</p>	<p>Experience of working within a Church</p> <p>Experience of working in the voluntary / charity sector</p> <p>Knowledge of Safeguarding procedures appropriate for people working with children and/or vulnerable adults</p> <p>Know how to stay safe at work.</p> <p>Knowledge of data protection and GDPR</p>
Skills and Abilities	<p>Excellent interpersonal skills</p> <p>Working knowledge of social media</p> <p>Knowledge of, and experience of working with Word and Excel</p> <p>Good administrative skills</p> <p>Well organised</p> <p>Self-motivated</p>	<p>Knowledge of setting up and running a website</p> <p>Efficient in carrying out tasks in a given time frame</p> <p>Experience of working with Wordpress and Powerpoint</p> <p>First Aid training</p>
Other	<p>Willing to work within the Christian ethos of the United Reformed Church</p> <p>Clear DBS check</p> <p>Willing to undertake training</p>	