Office Administrator Job Description

Responsible to: Office Manager

Liaises with and supports: Church Staff Team, Pre-School Manager, Volunteers, Church Wardens.

Main Purpose of the Role: To provide administrative support for the church office and the running of church services and events.

Salary: £19,000 - £21,000 per annum, pro-rata, depending on experience

Hours: Part Time, 25 hours, ideally 9 am to 3.00 pm 5 days/week. There is scope for flexibility in the number and time of working hours for the right candidate.

Key Responsibilities:

Church Administration

- Answering and managing queries received by post, email, phone and in person and responding in a timely manner
- Administrative support for leaders of church groups e.g. Hubs and Connect Groups
- Maintaining accurate records of new joiners on the database and the Welcome Hub Spreadsheet. Also removing non-attendees from database
- Updating all online calendars ensuring accurate and full information
- Manage changes to the User & Group emails on the coggesparish.com Google Account as requested by Office Manager and Hub Leaders
- Preparing notes before weekly staff meeting on upcoming events and services highlighting actions or information required
- Carry out other administrative duties as requested by the Office Manager to support the vicar and staff team

Service Administration

- Liaise with leaders to prepare rotas for leading, preaching, worship, welcome, hospitality etc. and distribute in a timely manner
- Prepare service sheets, in co-operation with service and worship leaders
- Prepare and check the signing of service registers
- Prepare slides and service schedule for projection
- Update church website with audio and slides from service talks

Communications

- Create and send the Weekly News email, ensuring consistency and accuracy of format and content
- Write and print weekly Update for services
- Update church notice boards with necessary publicity
- Support the Office Manager in promotion of church events through organising printed material, social media and internal communications

Parish Admin

- Keep up-to-date diaries of weddings, baptisms and funerals.
- Liaise with candidates for baptism, confirmation and marriage, to ensure they meet with clergy
- Prepare all documentation, books, certificates, registers etc. and ensure the timely return of statutory documents.
- Ensure all paper and online records of services are kept up-to-date
- Liaise with vergers, organists and church flower team as required.

Record Keeping

- Maintain the Church Copyright Licence records
- Assist the PCC Chair and Secretary to compile the annual report as well as notices, forms, ballot papers and other paperwork for the Annual Parochial Church Meeting (APCM)
- Keep paper and online files up-to-date and backed up

Cogges Facilities Administration

- Direct enquiries about hiring of the centre to the Centre Manager
- Order catering, cleaning and stationary supplies for the church, office and church centre
- Organise repairs to photocopier when required
- Pass all invoices to the Treasurer for payment
- Support the Office Manager in co-ordinating Maintenance Volunteers

Person Specification

Essentials

- Commitment to the Christian faith and passion for the vision and mission of St Mary's, Cogges
- A people person, with a warm friendly manner both face to face and on the phone
- Ability to work as part of a team
- Ability to maintain and develop efficient administration systems
- Excellent organisational skills with the ability to prioritise and to have a flexible approach to working, managing a wide and varied workload
- Excellent IT competence, particularly in Microsoft Word, Excel and PowerPoint
- Good written and oral communication skills
- Good record keeping skills with a high degree of accuracy
- Attention to detail
- Website content editing and social media skills

Desirable

- Understanding of the Church of England Parish Procedures and Systems
- Experience of online database software