**Job Description - Administrator at The King’s Church Wisbech**

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| **Location** | Church Rooms, Octavia View 10a-14 South Brink, Wisbech PE13 1JQ |
| **Salary** | £11.42 per hour  |
| **Hours** | 6 hours per week approx. |
| **Reports To** | The Overseers and Trustees of The King’s Church Wisbech |
| **Date Revised** | 09.02.23 |

At The King’s Church, Wisbech our vision is: ‘That we may present everyone mature in Christ’ – by Loving Jesus, Building Relationships and Serving our Community.

This means that we hope that all those working and serving within the church will be on a continual journey of growing with Jesus, being led by the Holy Spirit and have a heart’s desire to share His story and love with those around them.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, join in the spiritual life of the church and work actively to support our ministry and vision.

**The Role**

This job is suitable for a gifted, experienced and skilled administrator on a flexible, part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Overseers and Trustees of the church.

This post is key in enabling growth in the ministry and mission at The King’s Church. In line with our vision, as well as providing effective administration within the church, the post-holder will be a representative of the church to the wider community, by answering the phone and emails, booking and organising events, thereby better enabling us to serve our church and wider community. This position requires professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills.

To run the church office effectively you will need to be organised, have an ability to write well, be familiar and competent with Microsoft Office applications (Word, Excel, PowerPoint, Publisher etc) and social media (Facebook). You will also need to be good with people and confident working mainly alone. It is essential to be trustworthy when handling money, making reasonable decisions about purchases on behalf of the church and reliable in book-keeping.

**Key Responsibilities**

* Church Communications - Running the church office as a communications hub where questions are answered and information is recorded and disseminated. This includes producing the weekly newsletter, dealing with post, e-mails and phone calls, keeping the church directory up-to-date.
* To provide administrative support for worship and Kings Kids – Making sure that everything is ready for Sunday and weekday worship (e.g. rotas, room bookings, CCLI reporting etc)
* Church website & social media – Editing and uploading sermons and inputting information to the church’s website, YouTube and Facebook social media account. Advertising special events on social media. Ensuring data protection policies are maintained by regularly reviewing the personal data held by the church.
* Office Management and General Administration – this includes running an easily navigable filing system (both online, and in the filing cabinet), monitoring office supplies, arranging meetings, keeping the church rooms clean and tidy.
* Clerk to the Trustees – Taking minutes of meetings, creating agendas and providing all necessary material that the trustees need to read prior to meetings
* Procedures – Working with the Trustees and Overseers to write and review Policies and procedures as required. Ensuring that all areas of the church are working within the policies and procedures set by the Trustees. This includes an ‘Employee Handbook’ - a comprehensive central file where all staff and volunteers can review the policies and procedures.
* Administrative support – Providing administrative support to the Overseers and Trustees and carrying out other tasks they may ask you to do.
* Messy Church – creating and sending out necessary information to the volunteers, risk assessments and activity plans, ensuring resources for Messy Church are kept in an organised fashion, packing and unpacking the boxes of materials for the Messy Church meetings.
* Children’s Work – creating lesson plans suitable for our children and context. Ensuring all materials needed for lessons are readily available.
* Handling money – being responsible and reliable when using the church debit card for purchases. Sending all receipts promptly and reliably to the treasurer.

**Signed Role**

**Employee Date**