

# Administrator

## Job Description

*16 hours, on site, across at least three weekdays*

*£23,500 pro rata*

*12 month contract with a 3 month probationary period*



## Vision for the Role and Character Description

*We are looking for a professional and sociable individual who enjoys facilitating the ministries of and broader life of St George in the East Church. You will assist with the day-to-day administration in the church office, providing a friendly face and a helpful and efficient point of contact for internal and external inquiries, alongside facilitating communications and assisting with finances. Support of the church practice leaders will be a key part of the role, so commitment to the flourishing of St George's is essential. A growing Christian faith is essential for the role, to participate in prayer with the team.*

## Church Administration

- Providing support to the ministries of the church, and to church practice leaders
- Managing the Churchsuite database, including maintaining rotas and keeping congregational details up to date
- Creating reprographics and design as needed, under guidance of line manager
- Acting as Electoral Roll Officer
- Acting as DBS Recruiter and Evidence Checker
- Managing external communication from the office email address
- Managing the church diary, including keeping track of bookings
- Maintaining parish records and registers, making quarterly returns to the Diocese etc.
- Filing and maintaining good order in the office

## Communications

- Managing the weekly MailChimp email
- Managing the church's social media accounts and the church website
- Diary management and support for the Rector

## On site Finance

- Dealing with cash donations and banking
- Responsible for filing gift aid with external finance team
- Responsible for managing petty cash with external finance team

## On Site Management

- Acting as project manager in supporting the Parish to run events
- Monitoring and ordering stock for the Church and the Crypt
- Coordinating up-to-date signage around the site
- Taking regular meter readings and submitting to energy firms
- Ensuring the safe and accessible use of the site, including basic caretaking duties