

# Job Description: Assistant Administrator

August 2021

<b>Responsible to:</b>	<b>Vicar</b>
<b>Workplace:</b>	<b>St John's Church Office</b>
<b>Hours of work:</b>	<b>10 hours per week (2 hours per weekday)</b>
<b>Salary:</b>	<b>£11 per hour (circa £5740)</b>

## **Aims and Objectives:**

To open St John's Church daily for two hours to enable access to the community. To provide support to the Vicar and wider church leadership, building good working relationships with the church leadership team. To provide efficient and effective administrative support for the work and ministries of St John's Church and to facilitate the growth of this healthy church as it builds community. To work congruently with the Church Administrator to facilitate the seamless working of dual administrative roles. This is a permanent part time post. A first review of this post will be completed after three months. A second review will take place after 6 months and then annually on the anniversary of commencement of the role. After each review the Job Description for this role may then reasonably be varied by consultation according to the requirements of this growing and developing organisation, balancing the needs of the church with the skillset of the individual.

## **Main Duties and Responsibilities**

Responsibility for many of the following duties will accrue to the Assistant Administrator as the church develops this important role and as part of the personal development of the individual. These duties will include:

### **Daily**

- Support Vicar as required
- Opening Church 2 hours per weekday
- Answering phone / emails / dealing with enquiries
- Pastoral (Regular callers / walk in volunteers)

## **Weekly**

- Co-ordinating with Church Administrator
- Produce the 10.30am Service Order and Reading(s) for Readers
- Produce the 10.30am Service Leaflet and Sermon Transcripts from Preachers notes if still needed
- Start the Notice Sheet - online
- Start the Notice Sheet - paper
- Record the songs on the CCLI Licence

## **Monthly**

- Prayer Diary (Roll-over to new month)

## **Bi-monthly**

- Add to Service Rotas 10.30am/6.30pm Reader(s) / Prayer(s)
- Produce Service Support Rotas (Sound desk, Powerpoint/OBS, Crèche, Tea/Coffee, Washing up, Sides Teams, Welcome Teams, etc)

## **Annually**

- Co-ordinate school bookings of premises
- Co-ordinating Harvest and Christmas Shoebox gifts

## **Adhoc**

- Managing contractors on site
- Assisting compliance with GDPR
- Maintaining diaries
- Printing, shredding of secure documents
- Petty Cash reimbursements
- Keeping noticeboards up-to-date
- Special Service requirements eg Baptism / Confirmation
- Liaising with other churches eg sharing / lending resources
- Other adhoc tasks as the need arises