



Job Profile: Administrator (part-time)

Closing date: Monday 25th January 2021

Role Summary

To provide administrative support for the effective and efficient running of the church, including:

- Provide effective communication and publicity within the church and with those outside of it.
- Implement and monitor policies, procedures and rotas for the smooth running of the church.
- Arrange the church meetings, including preparing and distributing the agenda and minutes.
- Manage the church office, ordering supplies and maintaining equipment.
- Coordinate the church cleaning and maintenance, providing necessary care-taking services.
- Administer the church diary, managing room bookings and ensuring the security of the premises.
- Prepare budgets and support financial processes (e.g. banking, posting to the accounts package).
- Maintain church records and files, ensuring general order and statutory / legal compliance.
- Support staff and volunteers to achieve our vision, promote our values and maintain our assets.

Person Summary

NOTE: E=Essential & D=Desirable

Education:	5 GCSEs or equivalent, including Maths & English (E)
Experience:	Proven administration experience (E) Worked in a volunteer run organisation (D) Living Christian faith (D) or sympathetic to Christian faith (E)
Qualities:	Ability to work on own initiative, as part of a team and under pressure (E) Systematic thinker (D) and well organised (E) Integrity and the ability to maintain discretion and confidentiality (E) Attention to detail and a commitment to work of high standard (E) Bright, friendly personality that easily builds a rapport with people (D)
Skills:	Good interpersonal and communication skills (E) Highly IT literate with good experience using MS Office or Google Workspace (E) Skills in MS Publisher (D) Numerate (E) with some financial skills (E) and experience of Xero (D)

Terms of Appointment

Salary:	£20,000 / year, pro rata (pro rata based on a 37.5 hour / week)
Holiday:	5 weeks / year plus public holidays, pro rata
Hours:	≈ 20.00 hours / week (inc. occasional evenings); flexibility available to be agreed
Pension:	Employer's contribution TBA

For more information e-mail: jobs@waltonbc.org or call: **07941-533302 (Steve)**