HEATON BAPTIST CHURCH

VACANCY

Office Administrator

Part time position, 14 hours per week
Salary £11,075 per annum

We are looking for a committed Christian with excellent administrative skills and an ability to work in a team environment in a busy church setting.

We are a Real Living Wage employer, and this is a part-time post. The working hours can be negotiated to fit around church and personal commitments.

Principal duties and responsibilities

- To provide day-to-day administrative services including:
  - entry of all financial transactions of the church onto appropriate programmes;
  - use and development of Churchsuite for all church communication;
  - updating the church website and social media presence;
  - distribution of information to Elders & Deacons, members & assorted groups;
  - processing payments in line with the Financial Regulations policy.

- To process and distribute all incoming information from in-person callers, phone-calls, emails, website enquiries and post;

- To design and produce publicity for church ministries;

- To undertake caretaking work such as moving chairs as required for groups in the building;

- Be a point of contact in the Church Office, ensuring the Life Centre:
  - is a Christian witness to the many visitors of the building;
  - remains a welcoming and accessible place for community use;
  - fulfils the church values.

For an application form, full job description and person specification, please contact:
Tim Fletcher, Church Secretary, Heaton Baptist Church.
secretary@heatonbaptist.org Phone 0191 265 7044.

Closing Date for applications: 9th December.
Interviews: Week beginning Mon 14th December.