HEATON BAPTIST CHURCH

Office Administrator role guide

Title of post: Office Administrator

Line Manager: Centre Manager

Office base: Heaton Baptist Church

Hours: 14 hours per week (specific working pattern to be negotiated)

Financial arrangements: £11,075 per annum

Holiday entitlement: 25 days per year pro-rata plus national Bank Holidays

Overall aim of the post

To provide day-to-day administrative services to ensure the smooth-running of all activities at Heaton Baptist Church.

Specific duties and responsibilities

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

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

3. To design and produce publicity for church ministries;

4. To monitor and maintain good stock levels used in church (including but not limited to stationery, longer-life groceries, cleaning materials and First Aid box contents);

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

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

7. To take part in leading staff prayers;

8. To undertake any other aspect of work deemed to be realistically appropriate for the role.

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Office Administrator person specification

Essential

- There is a Genuine Occupational Requirement for the holder of this post to be a committed Christian;
- An ability to provide artwork and materials of a high standard for day-to-day use at church;
- Technically gifted and proactive with social media, website presence and programmes such as Canva;
- An ability to communicate effectively with the wider church and external agencies;
- An ability to work closely with the Centre Manager, Senior Minister and other members of the ministry team and church leadership;
- Wide-ranging administrative experience;
- Proficiency in the use of standard computer programmes (eg Microsoft Office);
- An understanding of, and an ability to comply with, all aspects of policies and procedures within the church.

Desirable

- Experience of working in a church environment;
- Experience of maintaining financial documents and ledgers;
- An ability to use Churchsuite effectively, or the ability to pick up new programmes quickly
- Familiar with multi-media and social media.

A DBS check will be completed by the church for the successful candidate.