

We are recruiting a **CHURCH ADMINSTRATOR AND PA**

**Job Title:** Administrator/PA

**Job Purpose:** To manage the general administration of the church.

**Reports to:** Senior Leader.

**Annual leave:** 20 days per year including 8 Bank Holidays – on a pro rata basis.

**Location:** Hope Church, Dolfor Rd, Newtown, Powys SY16 1JD.

**Salary:** Meets National Living Wage

**Core Working Relationships:** Snr Leader (SL), Senior Management Team (SMT).

**Staff handbook:** Refer to the staff handbook on all essential procedures.

**Start date:** 20<sup>th</sup> June 2022.

**Probation Period:** 6 months.

**Hours worked:** 16-20 hrs Per Week. NEGOTIABLE.

**APPLICATION:** For further information phone 01686 627693 and speak to Ed Coomber, Business Manager.

To apply please send in your CV with a covering letter to [ed.coomber@hopenewtown.org](mailto:ed.coomber@hopenewtown.org)

Closing date for applications: **13<sup>th</sup> May 2022**

### **KEY RESPONSIBILITIES:**

1. To provide a friendly and effective first point of connection for anyone who contacts the church.
2. To manage general correspondence, including phone calls, emails, letters and deliveries.
3. To support the day to day operations of the church such as orders, database, printing and supporting SMT.
4. To manage the inventory of office and general church supplies.
5. To organise the practical arrangements of any Pastoral Services and events alongside the Pastor responsible.
6. To support with all church promotions throughout the year.
7. To oversee the general order, stock and use of the Welcome Desk.
8. To administrate staff breakfasts, training and any other staff related events as requested.
9. To complete and disseminate weekly communications for the Sunday Experiences.
10. To liaise with visiting Speakers by arranging accommodation, itinerary and all aspects of hospitality.
11. To organise, take minutes and disseminate action plans for any meeting as required by the SL
12. To assist the SL with calendars, meetings, communications, research and mail.
13. To create travel itineraries and organise all practical and ministerial logistics for the SL.
14. To coordinate internal and external communication on behalf of SL when required.
15. A good understanding of relevant safeguarding, health and safety, risk and best practice.
16. To perform additional, reasonable duties or work as necessary to meet the needs of your Employer.

### **ESSENTIAL**

- Previous experience in an administrative & organisational role.
- Competent in use of Microsoft Office suite, especially Word and Excel (or equivalent packages)
- Organisation, administration and interpersonal skills needed to operate effectively in a fast-paced environment
- This role carries an Occupational Requirement for the applicant to be an active Christian
- Be a self-starter and able to work with minimal supervision
- An enhanced DBS check will be requested in the event of a job offer.
- Be willing to attend training and development as necessary to support effective operation in role.