

**We're hiring.**  
**Join our team.**



## ADMINISTRATOR & OPERATIONS

**JOB PURPOSE:** To manage the general administration and organisation of the church.

**REPORTS TO:** Senior Management Team member

**LOCATION:** Hope Church, Dolford Rd, Newtown, Powys SY16 1JD

**PROBATION PERIOD:** 6 months

**HOURS WORKED:** Full-time

**SALARY:** Negotiable

This role carries an Occupational Requirement for the applicant to be an active Christian and committed to the vision, values and beliefs of Hope Church and the Assemblies of God.

**APPLICATION:** For further information phone 01686 627693 and speak to Ed Coomber, Business Manager. To apply please send in your CV with a cover letter to [ed.coomber@hopenewtown.org](mailto:ed.coomber@hopenewtown.org)

## KEY RESPONSIBILITIES

- To provide a welcoming and hospitable environment for guests visiting or contacting the Church.
- To manage general correspondence, including phone calls, emails, letters and deliveries.
- To support the day-to-day operations of the church from stock orders, printing and organisation of events.
- To create and maintain efficient office systems and data management.
- Prepare necessary paperwork for internal and external meetings when required.
- To organise the practical arrangements of our Pastoral Services alongside the Pastor responsible.
- To be responsible for the stock, presentation and organisation of the Welcome Desk.
- To administrate staff meetings, training and any other staff-related events as requested.
- To administrate policies and procedures applicable to the use of Church ministries and premises i.e. Health & safety, fire safety, food hygiene, etc are in place; arrange appropriate training for staff and volunteers to comply with current legislation and good practice and manage risks effectively.
- To take responsibility alongside the Media Creator for Churchsuite, ensuring its best use making communication, database, connection, GDPR processes efficient and effective.
- Attend all staff and other appropriate meetings as required, and ensure minutes are taken, filed appropriately, and action points distributed.
- To liaise with visiting speakers by arranging accommodation, itinerary and all aspects of hospitality.
- To assist the Senior Leader with calendars, meetings, communications, research and mail.
- To create travel itineraries and organise all practical and ministerial logistics for the Senior Leader.
- To coordinate internal and external communication on behalf of Senior Leader when required.
- To assist in the organising and execution of church events; and outreach initiatives.
- To oversee Sunday operations and all operations teams i.e. Hosts, Security, Car Park Team.
- To organise and oversee catering/hospitality.
- Alongside the Facilities Manager, ensure smooth running of IT, software, internet and telephone systems.
- To perform additional, reasonable duties or work as necessary.

## REQUIREMENTS

- Experience and confidence in an administrative and organisational role.
- Competent in the use of Microsoft Office suite, especially Word and Excel (or equivalent packages).
- Organisational, administration and interpersonal skills needed to operate effectively in a fast-paced environment
- A good understanding of relevant safeguarding, health and safety, risk and best practice.
- Excellent verbal communication skills.

## ESSENTIAL QUALITIES

- Be a passionate disciple of Jesus Christ, demonstrating personal growth and accountability.
- Be a self-starter, able to work with minimal supervision and pioneer new ideas and initiatives.
- Possess leadership skills, with the ability to successfully inspire and engage volunteers.
- Possess qualities of both a team player and a team leader with the ability to work as part of a larger staff team.
- Be an 'all in' member of the staff team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate.
- Good organisational and administration skills.
- Efficient time management skills with the ability to meet deadlines.
- Ability to work under pressure and prioritise workload effectively.
- To work within budgets.
- A good understanding of relevant safeguarding, health and safety, risk and best practice.
- An Enhanced with Barred Lists DBS check will be required.
- Be a committed staff member, engaging in all staff meetings, away days, conferences and training as required to equip and support your effectiveness.
- Willing and adaptable to take on different tasks as the role develops.
- To represent Hope Church in line with the church's core values.
- Have a proactive stance towards personal development by reading, accessing training and an attitude of continual learning.

Updated May 2025