



## Job Description - Church Administrator

Position Details	
Site	Reach Church Stalybridge
Job Title	Church Administrator
Hours of Work	6 – 8 hours a week
Pay	Negotiable based on experience
Contract Duration	An initial 12 months to include a 3-month probationary period.
Reports to	The Senior Pastor

Key Tasks
<p>To provide professional, secretarial and administrative support to the Pastors and leaders of Reach Church Stalybridge.</p> <p><b>Secretarial/Administrative Support</b> Duties will include office management, communicating with church &amp; community members, managing volunteers and rotas, assisting with financial management of the church, monitoring cash flow and grant funding.</p> <p>The role will also involve organising events, preparing publicity materials and managing our social media channels with regular updates to promote events.</p> <p>Responding to general enquiries by mail, telephone and email and filtering to the relevant department leaders where appropriate.</p> <p>Managing the church diary/calendars, updating the Reach Church website and social media feeds as necessary.</p> <p>Liaising with ministry leaders for details of notices. Updating the church newsletter and presenting digital on-screen notices for Sunday services (weekly).</p> <p>Updating the church members contact details and managing the iKnow information management database.</p> <p>Managing and maintaining all official documentation and church policies including the Safeguarding Policy, meeting minutes, Annual General Meeting Reports etc.</p> <p>Reviewing documentation necessary for effective running of the church in liaison with Assemblies of God head office and Charities Commission, including the AOG annual church health survey and submission of accounts and annual returns to Charity Commission.</p> <p>Assisting leaders with the production of training materials for courses etc.</p> <p>To produce marketing and media materials to help reach the community as required.</p> <p>To use Xero book-keeping software to manage and monitor church accounts. This may include payroll calculations, bank transfers, National Insurance/Pensions contributions, banking of offerings and preparation of Gift Aid submissions.</p> <p>Photocopier maintenance/arranging repairs with the contract engineer, general office housekeeping and filing.</p> <p>Liaising with church utility providers and managing all utility accounts and administration.</p>

To write and review bids for funding and finance in partnership with ministry leaders as required.

To liaise with outside organisations on behalf of the organisation in partnership with church leadership.

Requirements	Essential/ Desirable	Evidenced by
<p>Experience</p> <p>Demonstrate substantial experience of administration skills, either as a volunteer or in a paid capacity.</p>	E	Application form/interview
<p>Skills and Abilities</p> <p>Be able to work independently under own initiative</p> <p>Able to prioritise.</p> <p>Able to accommodate changes in work practice.</p> <p>High level IT literacy and computing skills</p> <p>Excellent communication skills including the ability to present information clearly, in both written and verbal forms</p> <p>Experience of premises management</p> <p>Experience of general accounting/payroll</p> <p>Experience of accounting software</p> <p>Demonstrate excellent organizational skills</p> <p>Show ability to work flexibly</p> <p>Be able to exercise discretion and confidentiality always within our safeguarding policies</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	Application form/interview
<p>Education</p> <p>GCSE English and Maths (grades A-C) or equivalent.</p> <p>IT Literate – MS Office</p> <p>Experience of use of accounting software</p> <p>Experience of database management</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	Application form

Attributes		Application form/interview
Demonstrates willingness to be an active participant in times of staff worship, prayer, teaching and reflection.	E	
Good listener	E	
Is able to deal with matters of confidentiality with sensitivity and compassion	E	
Is able to make decisions and take initiative	E	
Is motivated to deliver high quality output	E	
Is able to manage the unexpected	E	
Enjoys learning and new experiences	E	
Able to work as a member of a team supporting others when required	E	
<p>Due to the financial responsibilities of this role, the successful candidate will need to demonstrate that they have not been bankrupt and/or are not and have not been subject to a County Court Judgement.</p>		
<p><b>To be considered for this position, please complete an Application Pack and return to <a href="mailto:andy.chadwick@reachchurch.uk">andy.chadwick@reachchurch.uk</a>.</b></p>		
<p><b>Deadline for applications: Friday 10<sup>th</sup> March 2023</b></p>		