

Job Description and Person Specification

Job Description –Office Administrator

Key information

- Salary £19,656 per annum
- 30 hours per week, 9am – 3pm, Monday to Friday
- Five weeks holiday entitlement (pro rata) plus Bank Holidays
- Office-based role, with the occasional requirement to attend meetings off-site (such as at other churches)

Purpose of the Role

The Office Administrator is a central support role responsible for managing the day-to-day administrative functions for the church. Based in the church office, the role requires you to efficiently and creatively run the administration duties under the direction of the Operations Director, providing a welcoming and professional office hub for the church's life and to being the first point of contact for all weekday visitors. This role is focused on Emmanuel Church, with admin support for other churches within the Resourcing Church partnership and other projects that Emmanuel engage in.

This role requires a high degree of professionalism, organisational skill, and an understanding of the church's mission and values. The successful applicant will be a practicing Christian, who regularly worships in a church within the Church of England or a Christian denomination in communion with the Church of England.

Responsibilities

- *To effectively manage the church office supporting all areas of church life, including Emmanuel's role as a Resourcing Church, both for church members and visitors.*
- *Be the first point of contact in dealing with visitors, phone and email enquiries, bookings and baptism/wedding/funeral enquiries.*
- *To handle the day-to-day work of letting of the buildings at a professional level, including dealing with new and existing customers, organising event staff where appropriate, and invoicing customers.*
- *To build a team of admin volunteers as necessary, to organise rotas, provide holiday cover, etc.*
- *To co-ordinate and manage volunteers and casual staff with regards to church services, internal and external events, weddings, funerals and bookings.*
- *Building and maintaining Christian relationships with the congregation and community.*
- *To ensure that all church media, such as newsletters, letters, and service sheets are created accurately each week, on schedule.*
- *To maintain the church management software, church records, paper filing, registers etc.*
- *To provide admin support to the Senior Leadership Team (Rector, Associate Rector, Curate and Operations Director) as necessary, on a parochial and diocesan level.*
- *To support the Operations Director in any other operations activities.*
- *To support the Finance team with banking, invoicing and record-keeping.*
- *To be a fully-involved member of the staff team, participating in and on occasion leading weekly staff prayers and on occasional Quiet/Away Days, and be fully committed to Emmanuel's 'Who What How Why' (see page 3 of this document)*
- *Providing administrative support to all ministries, including formatting and printing of programmes and leaflets.*
- *To monitor use and stock of office and church supplies, reordering and 'buying well' when necessary.*

Person Specification –Office Administrator

Skills, Abilities & Personal Attributes

- *Good interpersonal skills. Calm under pressure, diplomatic and tactful. Hospitable, friendly and approachable.*
- *An understanding of the Church and its doctrine.*
- *Confident Christian witness able to offer prayerful support if required*
- *Reliability and discretion: the post-holder will often learn of confidential matters.*
- *A team player who understands the importance of working collaboratively.*
- *Self-motivated and able to work on own initiative, able to manage a busy workload, determining priorities, managing conflicting demands and meeting deadlines.*
- *Logical, systematic and organised in approach to work, but creative in ensuring that tasks are completed effectively and efficiently.*
- *Literate in Microsoft Office applications, and comfortable to explore other systems and applications.*
- *Excellent attention to detail, including grammar, punctuation, spelling and proof-reading.*
- *Pursues excellence while being mindful of what people and other resources are available.*
- *Has an enthusiastic, energetic and positive approach.*
- *Be able to take feedback and guidance from the Senior Leadership Team.*
- *Committed to continued personal and professional development*
- *Displays humility and a servant-hearted attitude.*

Education, Qualifications and Experience

The job holder will be:

- *Educated to A-level or equivalent*

The jobholder must have/be:

- *Experience of a broad range of administrative tasks, ideally working in a busy office with sustained experience.*
- *A practicing Christian, who regularly worships in a church within the Church of England or a Christian denomination in communion with the Church of England. An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.*
- *Fully committed to safeguarding and promoting the welfare of children and vulnerable adults In line with our Safeguarding policies.*

And ideally also:

- *Experience of church life as an active church member*
- *Experience of working in a church or charity would be beneficial*
- *First Aid qualification*
- *Full driving license*

Additional requirements

- *Flexibility of hours worked may be required to accommodate evening and weekend activities typical of a church environment.*
- *Disclosure and Barring Service - the post requires a DBS check to be carried out.*

Who What How Why (our vision and mission)

WHO

EMMANUEL

Loughborough

Rooted in Christ | Growing like Christ | Planting for Christ

WHAT

We grow **disciples**, plant **churches**, and **plant** again



Through the power of the Holy Spirit, we seek the **growth** of **God's Kingdom** on earth: in Loughborough and beyond

WHY