

BELVOIR PARISH CHURCH

Church Administrator

Overview

The post holder will be responsible for the smooth running of the administration function of the church.

Main Tasks and Responsibilities

- To be responsible for the use and development of the church management software (ChurchSuite)
- To maintain financial records
- To be the first point of contact for the public and members of the congregation
- To adhere to administrative procedures including statutory and church policies
- To prepare materials for church services and other events
- To provide administrative support to the wider staff and volunteer teams
- To manage procurement and suppliers
- To maintain bookings for church and rector's calendar
- To be a keyholder

The job description will be subject to continual review to reflect any change or circumstances, it is intended to provide guidance and basis for the job holder to effectively carry out their role.

Pay – £23,500 to £24,294 per annum (pro rata) depending on qualifications and experience

Duration – permanent position (3 month probation period)

Hours – 12 to 16 hours per week (preferably 4 or 5 morning sessions) may involve occasional work evenings and weekends

Annual Leave entitlement – 25 days (pro rata)

Person specification for the post of Church Administrator

	Essential	Desirable
Qualifications	5 GCSEs or equivalent at Grade C or above (including Maths and English)	
Experience	Worked as part of a team within an office environment	Experience of working in finance or admin role Experience in using ChurchSuite & MailChimp
Skills	Ability to work with a range of computer systems for communication, administration and finance Excellent organisational skills Ability to relate to people from a wide range of backgrounds Good communication and written skills Ability to work on own initiative and also as part of team	Online / social media skills
Personal / Character	Trustworthy Responsible Ability to work with confidential information	

The postholder will be required to undertake an Enhanced AccessNI check under Church of Ireland's guidelines.

Please note that no candidate will be short-listed unless their application demonstrates that they meet **all** the essential criteria. In the event of several candidates meeting all of the essential criteria, the desirable criteria may be used to assist with short-listing. Candidates are therefore advised to set out in full in their application how they meet the essential and (where appropriate) the desirable criteria.