

## St Paul's Church, Leamington Spa

### OFFICE ADMINISTRATOR JOB DESCRIPTION

**This is a role that would suit two people part-time to job share, or one person full-time.**

#### **Main purpose**

- To enable the office to be the main point of contact at St Paul's, providing a friendly welcome, and dealing effectively with the majority of enquiries.
- To provide administrative support to the church.
- To oversee and develop church communications, publicity and events management.

#### **Accountability**

The Office Administrator will be accountable to the PCC as employer through their line manager, the Operations Director. They will work in close co-operation with the other office staff, the ministry staff and church volunteers.

#### **Terms and Conditions**

40 hours per week: hours can be adjustable when occasional evening / weekend work required. 5 weeks annual leave plus bank holidays. An additional degree of flexibility in working hours is possible with agreement from the Operations Director, for example during school holidays.

#### **Duties and responsibilities**

##### **1. Dealing with enquiries**

- a. To be a friendly welcoming first point of contact for all internal and external enquiries, in conjunction with the other office staff.
- b. To respond effectively to all enquiries to the church office, in conjunction with the other office staff, whether in person, or by email or telephone.
- c. To manage the office email account.

##### **2. Administration and operational support**

- d. To assist the Operations Director and Ministry Co-ordinator in day-to-day administrative functions such as bookings, as and when required.
- e. To identify and implement improvements to the administrative systems of St Paul's, in conjunction with the other office staff.
- f. Purchasing of products for the staff team and wider ministry.
- g. Managing printing needs for the staff team, including arranging printing and management of the photocopier.
- h. Managing the stock for regular and one-off events, such as purchasing food and drink for services and courses

### **3. Ministry staff support**

- a. to support the clergy, including assisting with the administration and arrangements for events such as baptisms, weddings and funerals.
- b. To provide administrative support for other ministry staff.
- c. To work alongside the Operations Director, Ministry Co-ordinator and key volunteers to organise and plan church events as required. This will include making logistical / practical arrangements and assisting with the recruitment and management of volunteers.
- d. To produce weekly orders of service on Churchsuite.
- e. To create and manage rotas for regular events, for example: morning prayer, service speakers and leaders, and the midweek service.

### **4. Communications and publicity**

- a. To work alongside the Operations Director to oversee the production of all external and internal communications and publicity, ensuring that high quality materials are produced in good time.
- b. To oversee production of all internal communications within the church, including term cards and leaflets and programmes (e.g. for MIRTH and Oasis).
- c. To manage the application of St Paul's branding and identity to ensure consistency across the church.
- d. To produce online content, for example social media posts and reels.
- e. To work with the Operations Director in the oversight, maintenance and development of the church website.
- f. To be responsible for adding details of church members and events to Churchsuite, making initial contact with people and referring on where necessary
- g. To produce and issue a weekly email, detailing upcoming events and news in the life of the church.
- h. To ensure the projection volunteers have all the required notices, liturgy and songs available by their arrival on a Sunday morning.

### **5. General**

- a. To be a fully committed member of St Paul's Church. To play a full role as a member of the staff team attending staff meetings, retreats and 'all-church' activities.
- b. To undertake any other duties that may reasonably be required of this post holder.

Applications to be submitted by Wednesday 25<sup>th</sup> September. Interviews to be held in the week commencing 30 September.