

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.

Salary range £26-30k (pro rata where applicable) + 5% pension contribution

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 25th September. Interviews to be held in the week commencing 30 September.