

Dereham Baptist Church,
Person / Role Description for Church Administrator

Job Title: Office Administrator

Responsible to: Church Secretary, Ministers, Trustees

Contract Type: Permanent

Hours: 25hrs per week

Remuneration: £13.06 per hour

Annual Leave: 4 weeks pro rata plus bank holidays

Working Pattern: Flexible but will include consistent and regular time in the Church Office.

Starting Date: As soon as is practicable.

Eligibility: It is an occupational requirement for this person to be a practising Christian who is able in good conscience to affirm the church's statement of faith, doctrinal distinctives and charitable objectives as a Christian church, as set out in the church's constitution (copy available on request). The successful candidate would also need to be or become an active participant in the DBC church community and attend Sunday services, but would not necessarily need to be an elected member of the church. This role is only available to candidates who have the right to live and work in the UK. An enhanced DBS check will be required for this post.

Purpose of Role: DBC exists to help people become committed followers of Jesus Christ. The role will aid the church in achieving this purpose by providing administrative support to the Ministers, Leadership Team, staff and volunteers in the day to day running of the church. See below for more details.

Person Description:

Essential:

We are looking for someone who:

- Has proven organisational and administration skills and has a high level of IT literacy
- Has good oral and written communication skills
- A professional attitude with good attention to detail.
- Self-motivated and proactive in driving through work and getting things done.
- Is a Christian of good character and reputation
- Agrees with our statement of faith
- Is able to work on own initiative
- Works well in a team and is a good listener
- Is able to hold and maintain a high level of confidentiality

Desirable:

We would love someone who:

- Has previous experience with church administrative / management software (e.g. Google Drive, Worship Tools, Churchsuite)
- Is resourceful, creative and enthusiastic.
- Has knowledge and experience of fund raising
- Has a general understanding of charity law and other legal requirements such as health and safety; child protection; equal opportunities etc.
- Has a pastoral heart and is able to offer care and support as needed.

Role Description: Key Responsibilities

Regular administration includes:

- Oversight and implementation of all aspects of Churchsuite system, incl. Communications, Calendar, Events, Rotas, Address Book.
- Management of Church Diary including booking of rooms and oversight of all the church's shared calendars, as well as the ministers' calendars.
- Front of house and public relations, including being first line of contact for the church (building/email/phone/website etc).
- Administrative support for the ministers and facilitating communication between different church teams.
- Management and troubleshooting of the church's local and cloud IT systems, incl. creating new email addresses and providing password resets; training and supporting others.
- Managing the church social media accounts, ensuring messages are responded to, information is up-to-date and regular posts are made.
- Management of the DBC website, ensuring it contains accurate and up-to-date information and imagery
- Safe Storage of Records including church members and attenders personal details and ensuring DBC is adhering to General Data Protection Regulations.
- Management and banking of cash including Sunday offering.
- Purchasing office, kitchen and cleaning supplies
- Administrative support of Safeguarding Action Group, including acting as DBS verifier.
- Working with the Church Secretary to ensure legal compliance in all areas.
- Responsible for the management and smooth operation of all office equipment incl. photocopier/printer.
- Management and oversight of third party use of the building (in partnership with the Facilities Administrator).
- Supporting the Facilities Administrator in enabling access to and support of contractors.
- Preparing literature, details and digital media for services and other special events.
- Oversight and organisation of church legal licences.
- Possible need for occasional fundraising including grant applications.
- Organising and overseeing regular Fire Drills.
- Checking and updating all noticeboards.

Administrative Support for Sunday Services:

- Input Sunday schedules (via Presenter)
- Pre / post service Google slides
- Notice sheet / song sheet preparation and printing
- Support for Duty Deacon (D/D checklist etc)
- Management and sharing of recordings and videos.

Event Organising:

- Weddings / Funerals, Outreach Events, Training Events (e.g. Safeguarding, First Aid, Food Safety, Health & Safety, Fire Marshall).