

JOB DESCRIPTION FOR THE POSITION OF OFFICE ADMINISTRATOR



MAIN DUTIES

To support and enhance the efficiency and effectiveness of Bretton Baptist Church's day-to-day operations. Working in conjunction with the staff team and volunteers, the trustees and leadership team, the Office Administrator will support a broad spectrum of office administration, communications, HR, safeguarding and health and safety to enable the office to be a reliable and accessible hub for Bretton Baptist Church administration.

The post holder will be required to exercise sensitivity and provide a level of pastoral support, as appropriate, when dealing with individuals who contact church office or visit the premises. It is therefore considered a Genuine Occupational Requirement that the person appointed to this post would be a Christian, fully committed to the ethos and vision of Bretton Baptist Church.

KEY RESPONSIBILITIES

Secretarial and administrative support

- Provide secretarial and administrative support to the trustees, staff team and volunteers, as agreed by the Line Manager (the Minister) and Management Team
- Maintain accurate records of all church policies, review schedules, linking with Trustees as appropriate
- Maintain confidential records and passwords supporting authorised access to the building and BBC administrative systems
- Manage the church administration budget in liaison with the Finance administrator
- Facilitate arrangements for church meetings, including distribution of associated documents
- Maintain and coordinate rotas associated with church administration
- Maintain regular supplies of stationery, cleaning materials and refreshments.

Communication

- Manage all aspects of ChurchSuite management information system, including set-up and management of staff leave, church calendar and church communications
- Implement and maintain effective church communication systems including email, post and telephone
- Produce and distribute all newsletters, Sunday notices and oversee production of advertising and publicity material
- Manage the church office technology and communications systems, arranging repairs as required
- Support those responsible for the maintenance, accuracy and compliance of Church website and external digital and other media as appropriate
- Maintain good relationships and open communication with church staff to aid the planning, preparation and smooth running of events and activities.

Legislation

- Maintain and ensure confidentiality of church records.

- In liaison with the trustees, Management and Maintenance teams, the postholder will establish and maintain accurate records pertaining to areas of Safeguarding, Health and Safety and Data Protection legislation, including Safeguarding training and risk assessments.

Human Resources

- The post holder will maintain accurate records, ensure job descriptions and contracts are kept up to date, manage staff leave, probation periods
- Action and maintain confidentiality of all required DBS checks, linking with appointed DSL's
- Provide routine line management for the Caretaker
- Is an active participant of the Management Team, in particular flagging administrative matters in need of consideration

Church Events and Meetings

- The office Administrator will manage the organisation of the church's practical involvement in weddings, funerals and other ad hoc events. They will also play a leading administrative role in organising larger church events, meetings and away days, including venue booking and liaising with suppliers. This element of the role will be supported by other members of the staff team as required.

OTHER DUTIES

- Developing the role as new opportunities become apparent
- Participating in the weekly Staff Meetings and other meetings as appropriate
- Taking an active part in all aspects of the life of Bretton Baptist Church

The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope of the post as required by the Lead Minister, including assisting in the wider ministry of Bretton Baptist Church.

The Office Administrator's primary working location will be within the Church Building. The role will require flexibility and autonomous planning to manage priorities. Flexible working will be agreed in advance with the Minister.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Strong attention to detail
- Excellent organisational skills
- Competent computer skills with a good working knowledge of Microsoft Office software
- Discretion and a professional attitude
- Calm under pressure
- A willingness to learn new processes and systems

Desirable

- Prior experience in an admin role
- Experience in people management
- Good communication skills
- A natural problem solver