



St Leonard's Church, Chesham Bois

Administrator Role Profile

Aim of Post

To ensure the smooth running of the administration of St Leonard's Church

Responsible to

Office manager as line manager. The PCC as employer.

Key responsibilities

To enhance the effectiveness of the administration of the church optimising use of both people and property and resources.

Areas of Responsibility

- A. Administrative tasks (as agreed with Office Manager)
- B. Membership of staff team

Tasks

- A1 Be responsible for the efficient day to day running of the office and be the first point of contact (phone/post/email/callers) and distribute requests as appropriate
- A2 Initial contact for external agencies and service providers (e.g. Schools, Parish Council, Retirement Homes, etc)
- A3 Deal with Baptism, Wedding and Funeral administration
- A4 Be responsible for all weekly Sunday service administration, i.e. rotas, information to the correct service, etc
- A5 Manage volunteer staff in the office as and IF required
- A6 Produce external communications, including notice sheet, updating website, update social media, maintain notice boards etc
- A7 Ensure materials are proof read before printing
- A8 Provide support for other administrative tasks as and when required
- A9 Admin support to events as they happen - Church weekends, conferences, Training events etc
- B1 Attend staff meetings as required
- B2 Model the values of the Church to members
- B3 Pray individually and as a team for the work of St Leonard's, including being involved in Freedom Prayer Team
- B4 Maintain appropriate records, including financial records as directed
- B5 Support the implementation of the Safeguarding policy

As of 1st October 2019 it is envisaged that the Administrative Team will comprise the Office Manager (25hrs/week), and Administrative Officer (fulltime)

Training

The Church is committed to ensuring that all staff have appropriate opportunities to learn and develop, and we will encourage training in both practical skills and spiritual growth as agreed with your line manager, usually at annual review.

Hours of work

This post is a full-time, 35 hours per week post, with a normal work pattern of 9am -1pm and 2pm- 5pm each weekday, as specified in the contract of employment.

Attachments:

Contract of employment

Disciplinary Procedures

Safeguarding Policy