**Administrator**

**Job Description**

**Responsible to: Operations and Mission Manager**

**Purpose of Post: To provide administrative support to the PCC, the Incumbent, and the Staff Team**

**Key Areas/Duties and Responsibilities**

To provide administrative support to the Incumbent and staff team

To assist the Senior Administrator in ensuring that we comply with statutory requirements.

***To provide administrative support to the Incumbent and staff team***

* To work on the development and maintenance of ongoing administrative projects e.g. welcome packs, staff handbook, policies & procedures;
* To take on the role of secretary for the PCC and the Cornerstone Under 5s Management Committee preparing and distributing agendas and taking, distributing and displaying (where appropriate) minutes for relevant meetings, and for staff team meetings;
* To produce and distribute a termly rota 2 weeks before the start of each term;
* To produce a weekly newssheet by Friday afternoon;
* To gather and upload content such as weekly background themes, liturgy, bible readings, sermon slides, songs, notices Etc, into the Proclaim software in time for Sunday services as well as update the foyer TV notices each week;
* To ensure that appropriate information is gathered and displayed for the notice of annual meetings and the production of the Annual Report and Accounts
* To order stationery to ensure that items are available for all staff.
* To carry out administration of parish events e.g. booking holidays, hiring coaches for seaside trips, administering sign-up sheets and collection of funds etc;
* To help with internal communications by producing calendars, leaflets and posters for

parish events and by keeping the information on church notice boards up-to-date;

* To help with outreach communications by producing leaflets, posters and sourcing suitable evangelistic “give-aways” in liaison with other staff members and by keeping the information on the community notice boards up-to-date.
* To assist the Church Wardens in maintaining the terrier of all equipment within the building and updating the Church Log Book in preparation for the annual report;

***To assist the Senior Administrator in ensuring that we comply with statutory requirements. e.g. Data Protection and DBS Regulations.***

* To ensure that all data is appropriately processed, stored, and secured within the terms of the General Data Protection Regulations (GDPR);
* To maintain an up to date register (database) of all members and contacts of the Parish in line with GDPR legislation;
* To promote and co-ordinate access to and completion of Safeguarding Training within the Parish, including supporting access for all relevant members of the parish ‘workforce’ to online training and face-to-face training by the DST;
* To conduct DBS checks for all relevant Church staff and Volunteers

***Other responsibilities***

* To participate and engage in staff meetings and staff prayer meetings and to attend training opportunities offered;
* To attend Church on Sundays and provide administrative support to staff and congregation for half an hour before and after the service
* Any other administrative duties identified by the Incumbent, Staff Team or PCC.

**Skills Needed**

1. Excellent administration and organisational skills
2. Good written and oral communication skills
3. Good design skills and the ability to use simple desktop publishing software
4. Ability to communicate effectively with suppliers, the public, church staff and church members in a pleasing and helpful manner
5. Ability to work to tight deadlines, plan ahead and prioritise work

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**Terms and Conditions**

**Salary**: £18,564 - £22,204pa, pro-rata (20/35), according to qualifications/experience

**Hours worked:** 20

Attendance at occasional evening meetings will be required

Overtime is not paid except in exceptional circumstances and then with appropriate prior

approval.

**Holidays** 25 days pro rata

August 2018