

CHRIST CENTRAL

JOB DESCRIPTION: Christ Central Church Administrator

JOB TITLE: Church Administrator

REPORTING TO: Head of Staff

CONTEXT: Christ Central operates from its town centre location on Redhill High Street which incorporates meeting rooms / office space and the former West Central coffee shop. The Church is seeking to be a community of disciples, that makes disciples. The Administrator will serve as an important and valued member of the Church's staff team.

PURPOSE: The Administrator will help ensure the smooth and effective operation of Church life by supporting internal and external communications, room hire management, financial administration and Sunday service preparation. Often functioning as the initial point of contact and welcome for Church members and the general public, the administrator will be expected to represent the vision and values of the church, and help identify, signpost and respond to pastoral needs as they arise.

TASKS: Tasks will vary from week to week but are essentially:

General Administration

- Staff the central office, functioning as the initial point of enquiry and welcome for the Church. This will include answering the main telephone line, directing calls, receiving and responding to emails / postal mail and responding to in-person enquiries and visits
- Order and maintain an appropriate stock of stationary, and first aid supplies.
- Administer an orderly digital filing system
- Facilitate and encourage effective administration across the staff team
- Provide administrative support to the Head of Staff and Lead Elder as required

Service Administration

- Provide administration support for Sundays staff lead and assist with the preparation of Sunday plans as required
- Produce weekly logistic 'run-sheets' for Sunday Meeting Managers, and follow-up any logistical issues noted from post-Sunday evaluation

Room Hire Administration

- The Administrator will have primary responsibility for managing the Church's booking calendar, liaising with external and internal users over their requests to use facilities, issuing invoices and processing income, and ensuring deposit/payment arrangements are in place

Membership Administration and Communications

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- Administering the use of the 'ChurchSuite' system, including maintaining an accurate GDPR compliant database of church members
- Produce and send out a weekly e-newsletter to the Church family
- Update Church details on the website as required

Safeguarding Administration

- Support the Children's Ministry Lead with the administration of safer recruitment, DBS checks, safeguarding policies and training requirements

Financial Administration

- Perform basic financial data entry for purchase requests and expense submissions into the 'ExpensePlus' accountancy programme, in accordance with agreed ExpensePlus flowchart
- Make and reconcile bank transactions on behalf of the Church
- Provide support to the Treasurer with financial reporting as required

Voluntary Giving Administration

- Manage the ChurchSuite giving module
- Support the monthly Gift Aid claim process
- Regular income monitoring, updating ChurchSuite as required
- Provide regular reports to the Treasurer to enable early detection of income fluctuation

Governance

- Assist the Church's Trustees in meeting their statutory duties by providing administrative support in maintaining a suite of effective organisational policies

This job description is not contractual and is liable to change over time.

STAFF TEAM: The Administrator will work as part of the Church's staff team

WORKING

PATTERN: This is a full-time role. The working pattern will be by arrangement between the post-holder and the line manager but will likely involve hours worked across 5 days per week, primarily in the Church office. Flexible working requests will be considered, including the potential for annualised hours or term-time weighting. Job share may also be considered.