

**OFFICE ADMINISTRATOR
JOB DESCRIPTION**

July 2023

Christ Church is a community called to be a flourishing and generous regional centre of Christian worship, mission and discipleship. We need a new office administrator to start in September, to enable the ministry and vision of Christ Church by providing strong administrative support to the church team, ensuring the efficient running of day to-day operations and good communication between the staff team, congregation and the wider church and community.

Contract type: this is a permanent part time role

Location: office based

Hours of Work: 30 hours a week Monday-Thursday with flexible hours available

Reports to: Operations Director

Liaises with and supports: Vicar, staff team, church wardens, PCC and church volunteers

Salary: £18,480 pa (£23,100 FTE) plus pension contribution

Key Duties:

- Act as first point of contact for visitors to Christ Church, providing a clear welcome to all.
- Organise and run office processes and provide administrative support to the vicar and heads of ministries.
- Maintain the church database in compliance with GDPR regulations.
- Oversee rota management for volunteer roles in church, enabling strong volunteer support for all aspects of church life.
- Provide administrative support for church events, including baptisms, marriages and funerals and external room bookings.
- Coordinate and oversee weekly Sunday service planning and reporting.
- Support the promotion of events at church.
- Maintain church records and statutory documents.
- Coordinate and oversee preparations for the parish annual meeting.
- Share responsibility, use and care of the church facilities.

Required knowledge, skills and abilities:

For this role, we are looking for someone who supports and holds to the Christian vision at Christ Church. The successful applicant will be expected to have:

- Outstanding people skills with a warm and welcoming attitude, supporting the staff and volunteer teams.
- The ability to work independently using own initiative but also the flexibility to work as part of a wider team.
- Proven administrative ability and an appreciation of the confidential aspects of the work.
- Excellent planning and scheduling skills, being able to prioritise well.
- Strong computer literacy and IT skills, especially office software and familiarity with websites and social media, including awareness of GDPR regulations.
- The ability to manage and cope with changing demands of church administration with discretion, effective decision-making and confidence.

To apply or for further information please send a covering letter and CV to:

Liz Ord, Operations Director liz.ord@ccwinch.org.uk