



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Administrator</b>
<b>Accountability:</b>	<b>Church Operations Manager</b>
<b>Hours:</b>	<b>15 hours across 5 days, Monday-Friday</b>
<b>Workplace:</b>	<b>PBC offices Banstead Road, Purley</b>
<b>Primary purpose:</b>	<b>To provide administrative support for the work and mission of PBC, in collaboration with the existing Administrator and Communications Co-ordinator, staff, members and volunteers of PBC.</b>
<b>Salary:</b>	<b>£22,000 - £25,000 FTE depending on experience.</b>

### **SUMMARY**

Purley Baptist Church is looking for an additional Administrator to join the staff team on a voluntary or paid basis. There may be occasional evening meetings and weekend duties at Sunday services or special events, and possible working at other sites.

The right candidate will have relevant administrative experience, excellent interpersonal skills, attention to detail, and will be literate and numerate with good IT skills. Experience of using Microsoft Windows 10, Office and Office 365 software would be an advantage. There is an Occupational Requirement for the candidate to be a practising Christian, in full agreement with the Evangelical Alliance Statement of Faith. DBS disclosure will be required.

### **KEY RESPONSIBILITIES**

- Reception of visitors to the church, manage written/email/telephone enquiries
- Comfort and pray with those in distress, in person and via telephone in the absence of a minister
- Manage volunteer roles and rotas and perform DBS checks

- \*Input Church Insight content management system - room bookings, calendar, members database, web content
- \*Manage service planning software (Planning Center)
- Deal sensitively and appropriately with confidential information within GDPR guidelines
- Responsible for document filing, archiving, aging and destruction
- Cover for other staff absences

**\*Note:** Training will be provided on our systems and software

## **PERSON SPECIFICATION**

### **Experience:**

- Relevant, broad administrative experience with a proven track record of dealing with tasks as outlined in key responsibilities (Essential)
- Working in a team (Desirable)
- Working in a church or charity setting (Desirable)
- Using Microsoft Windows, MS Office, MS Office 365, including SharePoint, Outlook (Desirable)
- Working with Desktop Publishing, and in particular MS Publisher (Desirable)
- Working with Cloud-based working (Desirable)
- Working in website-based content-management systems and inputting website content
- Creating and uploading content to social media

### **Skills:**

- Able to multi-task
- Excellent interpersonal skills
- Literate, numerate and have good IT skills (including using Windows 10 and Microsoft Office and/or Microsoft 365)
- Excellent time management, able to prioritise tasks and meet tight deadlines
- Attention to detail and accuracy

### **Personal:**

- Motivated
- Planned
- Adaptable
- Collaborator
- Focused
- Inquisitive