 **JOB DESCRIPTION – ADMINISTRATOR**

 **Responsible to:** Secretary to the Trustees

 **Workplace:** Hall Green United Community Church, 609 Reddings Lane, Birmingham B28 8TE

 **Contract:** 3 year fixed term contract – 15 hours/week

**Salary:** £10,912 –£11,365 based on £27,281- £28,412 FTE

We are very pleased that you are interested in this post at Hall Green United Community Church. (HGUCC). We are an ecumenical partnership church that brings together three Christian denominations – Methodist, Moravian, and the United Reformed Church. The majority of our members belong to all three of these denominations and we benefit from the insights, worship styles and resources of all three in our desire To Worship God – To Know Jesus – To Serve Others.

We have a multi-cultural and multi-ethnic membership, reflecting the church’s population catchment. The congregation is drawn from the local area and also other parts of Birmingham. The local community we serve consists primarily of people from a South Asian heritage and culture.

Ordained ministry is provided by one or other of the three denominations. Until recently appointments have been almost full-time but for the foreseeable future will be part-time.

The successful candidate will work alongside that minister and a friendly supportive team of volunteers within a diverse church family. Our intention would be to help you develop your gifts in serving Christ’s church.

**Objective**

The post of administrator will support the church in effectively developing its mission to the communities within and outside the church building. Such development will benefit enormously from an injection of additional capacity from this post.

**Main duties and responsibilities**

* Be an ambassador for Christ in all aspects of the role
* Create and develop the functions of a church office
* Assist with navigating the rules and regulations of both government and the constituent denominations, to ensure that HGUCC remains legally compliant
* Respond to denominational requests for information and statistics
* Report to the Methodist Church as required regarding aspects of building maintenance
* Co-ordinate with, and cover for the Bookings Manager as needed, including showing people around the building
* Liaise with and manage external relations with organisations using the building on a regular basis
* Work with the Property Secretary to ensure that risk assessments are undertaken and periodic equipment servicing is scheduled
* Facilitate and cover for pre-arranged access to the building
* Maintain the web-based church diary
* Manage and develop both the church website [[Hall Green United Community Church (hgucc.org.uk)](https://www.hgucc.org.uk/)] and its social media presence under the guidance of the minister and/or an appointed trustee
* Format and distribute such items as the weekly newsletter, the annual church directory and accessible worship materials as needed
* Manage the volunteer reception rota
* Be responsible for obtaining cleaning supplies
* Manage the timely renewal of church policies by trustees
* Development of a church prayer diary
* Assist in making arrangements for baptisms, weddings, funerals

**Other responsibilities**

* Praying for the needs of the Christian ministry at HGUCC, privately and with other team members
* Deal with general office phone calls, emails, filing and archiving, computer housekeeping (GDPR)
* Other general assistance as needed in busy periods of the life of the church subject to prioritisation alongside other work commitments
* Deliver any non-day-to-day routine tasks or other projects as reasonably requested by the Secretary of Trustees subject to prioritisation alongside other work commitments

**Notes:**

1. Working hours (on a minimum of 3 days per week) to be negotiated within the framework of 8.30am-5.30pm Monday -Friday. Working outside of these hours may occasionally be requested.
2. The majority of the time to be spent in the church building (Lone Working aspects will be taken into account) but some home working may be possible
3. Access to parts of the building is by steps and stairs
4. If you would like to discuss the role before applying, please contact the Secretary of Trustees by email: valdickens@hotmail.co.uk.
5. This job description does not form part of the employee’s contract of employment but is provided for guidance. The precise duties and responsibilities of any role may be expected to change over time. Employees will be consulted over any proposed changes to this job description before implementation.