



## Shirley Baptist Church Administration Role

<b>Job type:</b>	Part-time 2-year fixed term	<b>Work hours:</b>	10 hrs a week, Mondays and Wednesday mornings
<b>Position:</b>	Administration role	<b>Location:</b>	Shirley, Solihull
<b>Line Manager:</b>	Senior Minister	<b>Salary:</b>	Salary is National Living Wage plus 10%
<b>Travel:</b>	Limited local travel required	<b>Holiday:</b>	66 hours incl Bank Holidays

### Role Summary

The purpose of this role is to be responsible for day-to-day administrative support to the management of church life and the building. This individual would be a significant first point of contact for many people who are in touch with the Church, whether by phone, email or personal callers, as well as involving regular communication with those among and beyond the Church congregation. This person would support the administration and ongoing responsibilities around finances, needing to be comfortable with budgets, our finance software and communication with our bookkeeping and accountancy provider. They would also hold oversight and responsibilities for safeguarding and health and safety, as well as oversight for the building, maintenance and office. They would also play a role in any booked events, co-ordination of all publicity, keeping of records and secretarial support to the overall staff team.

This individual would work alongside another current administration team member who would cover other days and responsibilities.

### Main Areas of Responsibilities

#### Safeguarding and Health & Safety

- Keeping accident records and notifying relevant people when necessary
- Managing regular First Aid training
- Upkeep of First Aid Boxes/supplies
- Overseeing annual checks for services and provisions in the building
- Forwarding HSE Works station form to each member of staff and responding to actions required.

- Ensuring working at heights documents/risk assessments/hot works forms filled in by volunteers or contractors when required.

#### Buildings, Maintenance, cleaning and office supplies

- Adjusting/amending heating clock to cater appropriately for events
- Keeping all office supplies up to date
- Keeping maintenance log and forwarding issues to the relevant person in the Maintenance group and/or contacting local contractor to carry out repair
- Keeping an overview of all maintenance and service contracts along with list of preferred contractors
- Attending Maintenance and Management meetings on behalf of Office.
- Helping oversee the building overall in respect to tidiness

#### Finance

- Monitoring of Finance email address
- An understanding of our finance software – Expense+
- Liaising with Connect Supply
- Ensure annual payments for needed products and sites to guarantee functionality of websites, domain names, virus protection, etc.
- Liaison with Treasurer and Finance Team
- Weekly check of Expense Plus including chasing of unsubmitted payments by staff
- Uploading of DD invoices onto Computer for linking with Expense Plus, and Sync from both Office and Finance email addresses.
- Clearing of any non-auto matched payments and general overview of activities on Expense Plus.
- Dealing with any queries surrounding payments or non-payment of bills.
- Ensuring all DD mandates up to date and arranging new ones for new contracts including church and manse insurances.

#### Support of Special Events

- Support in making arrangements for funerals and weddings alongside other staff.
- Helping with set up of rooms for such events if on working day.
- Preparation of agendas, sign-in sheets and other documents where appropriate.
- Support for Christmas services
- Assist with decorating of Church at Christmas and tidying up afterwards.

#### General

- Any other tasks relevant to the role as requested by Line Manager.
- Responding to phone calls and emails
- Attending office team meetings when able within agreed hrs
- Keeping church diary updated when needed and providing support for church community using the building
- Support of preparation for Sunday services, and admin after and managing agreed rota's on ChurchSuite.
- Assisting the Ministers and staff with administrative support

- Helping with communication and publicity where needed - arranging electronic and paper publicity, ordering of banners/posters/flyers, and communication to wider church.

### **Essential**

- Self-motivated, able to organise and prioritise time and workload
- Sees the benefit of line management and is accountable
- A team player who is able to work well within a team context (staff or volunteer teams)
- Able to support, develop and draw teams of volunteers together
- Flexible and adaptable mindset to changing needs and plans
- Good grasp of youth culture
- A good communicator
- Comfortable with the use of technology and computer systems

### **Desirable**

- Valid driver's licence

### **Personal Attributes**

- Excellent people skills
- A commitment to learning
- Good sense of humour, and ability to have fun
- Proactive and professional attitude
- Committed to modelling Christian values in all they do

### **Ongoing development and role conditions**

Shirley Baptist Church is committed to providing opportunities for personal and professional development:

- Ongoing, planned reviews
- Agreed rhythms of line management

### **Safeguarding**

The appointment will be conditional on the satisfactory completion of a DBS check and proof of eligibility to work within the U.K.