



BETHANY  
**Church Administrator**  
**Job Description**

Job Title:	Church Administrator
Reporting To:	Richard Payne, who is a member of the leadership team.
Responsible For:	The administration team (all voluntary). The connect team (all voluntary).
Employment:	A permanent part-time position. 20 hours per week. There will be a six month probationary period.
Salary Expectations:	11-12k
Areas of Responsibility:	

### 1. The administration of church meetings

Duties will include:

- Coordinating logistical aspects of church meetings, including Sunday services, special events, small groups, conferences, online church and team meetings.
- Being the contact person for visitors and new members.
- Production and distribution of recordings.
- Minute taking where required.

### 2. Communications and website management

Duties will include:

- Ownership of the church social media accounts and the main website.
- Ownership of the admin@ and office@ inboxes, including production and distribution of internal and external church communications.
- Oversight of the production of an online service.

### 3. The day to day running of the church office

Duties will include:

- Cleaning, maintenance, and the ordering of office supplies.
- Being the first point of contact for visitors to the office.
- Administration of official documentation.
- Managing bookings.

### 4. The church database

Duties will include:

- Keeping the database of members up to date and ensuring adherence to the BethanyCC data policies.
- Coordinating help offered to those in need through meal rotas and the like.

### 5. Administrative oversight of volunteer teams

Duties will include:

- Coordinating various training for staff, ministry leaders and volunteers. Training such as health & safety, safeguarding or first aid.
- Ensuring rotas are maintained and up to date.

*\*The duties listed above reflect the current work being completed within this role. The specific duties within the areas of responsibility listed may well change over time, and the ability to be flexible and adapt to the changing needs of the church is essential.*



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<b>Skills:</b>	<p>It is <b>essential</b> that the successful candidate has a minimum of GCSE Maths and English (or equivalent), a working knowledge of the Microsoft Office Suite, and is comfortable doing the content management of an informational website.</p> <p>It is <b>desirable</b>, but not essential that they have a working knowledge of:</p> <ul style="list-style-type: none"><li>- WordPress</li><li>- MailChimp</li><li>- ChurchSuite</li></ul>
<b>Experience:</b>	<p>It is <b>essential</b> that the successful candidate can:</p> <ul style="list-style-type: none"><li>- Build good working relationships with multiple key stakeholders.</li><li>- Plan their time and prioritise work effectively.</li><li>- Manage events, including planning, overseeing volunteer teams, and resolving problems.</li></ul> <p>It is <b>desirable</b> for them to have experience in:</p> <ul style="list-style-type: none"><li>- Safeguarding, health and safety, and food hygiene protocols.</li><li>- Designing clean and accessible media in adherence to a brand guide.</li><li>- Managing databases and communications in accordance with GDPR.</li><li>- Producing and editing video content.</li></ul>
<b>Personal Characteristics Required for the Role:</b>	<p><b>Modelling the Culture:</b> The candidate should be seeking to model the culture that we at BethanyCC are seeking to set. A culture of honour, authenticity, acceptance, courage, and generosity.</p> <p><b>Personable:</b> As the first point of contact for visitors it is imperative that the candidate is friendly and able to communicate well with new people.</p> <p><b>Leadership:</b> The effectiveness of operations at BethanyCC is reliant on volunteers, and therefore the ability and desire to gather team, to support and to equip them is essential to successfully fulfil this role.</p>