

EDINBURGH: THE NEW TOWN CHURCH

CHURCH ADMINISTRATOR JOB PROFILE

Purpose

To provide administrative and communication support to the church community

Dimensions

The jobholder:

- reports to the Church Manager and has no people management responsibility
- liaises with users of the church and suppliers

Responsibilities

- Perform general administrative tasks, diary management, reception and telephone duties, receipt and distribution of mail, photocopying and filing
- Provide administrative and communication support as required to the Kirk Session and Treasurer
- Provide support for internal and external events held in the church and oversee the setting up of the building and facilities for any events to ensure compliance with individual requirements
- Act as deputy, in the absence of the Church Manager, as first point of contact for those requesting use of the church building and oversee required administration
- Issue invoices and monitor timescales for payments and debt collection as agreed with the Treasurer.
- Maintain and update, as required, the computerised Congregational Roll in conjunction with the Roll Keeper and maintain the Register of Baptisms and Elders' information
- Provide congregational contact through e-mail and letter as required
- Prepare material for services, including orders of service, Powerpoint, and notices
- Make Session papers available, as appropriate, in advance of Kirk Session meetings
- Assist Treasurer with recording financial transactions pertaining to the operation of the church and collating those financial documents for his/her attention
- Maintain accurate records of licence and copyright requirements
- Ensure due protocol is followed when informed of illness/death of a congregational member
- Maintain stationery stock
- Other tasks as remitted through your line manager or the Minister

Skills and abilities

Essential

- Proficiency in the use of MS Office to produce correspondence, presentations, spreadsheets
- Strong administrative skills with the ability to work on own initiative and to manage and prioritise own workload
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality
- Accuracy and attention to detail

Desirable

- Experience of working in the voluntary sector and with volunteers
- Knowledge and understanding of working in a church environment
- Networking skills and the ability to relate to and communicate effectively and sensitively with a wide range of people
- Expertise in the use of social media eg Facebook etc for promotion of church initiatives and event publicity

£12.50 per hour = £22,750 pa FTE for 35 hours

Propose 10 hours per week - £6,500 pa

April 2024

To apply please send your CV and a covering letter explaining why you are the right person for the job to: Hilary Sturzaker, Church Manager – churchmanager@edinburghnewtownchurch.org.uk