



St Andrew's and St George's West Church

St Andrew's and St George's West Church Office Administrator Job Profile

Purpose

To provide administrative and communication support to the church community

Dimensions

The jobholder:

- reports to a member of Staffing and Management Group and has no people management responsibility
- liaises with users of the church and suppliers

Responsibilities

- Update Church website and social media regarding worship and church events and events publicity in conjunction with the Communications group
- Provide congregational contact through e-mail and letter as required
- 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
- Act as first point of contact for Contractors and Tradespeople engaged to carry out work in the building and for the receipt of deliveries
- Prepare material for services – orders of service, Powerpoint, notices
- Make Session papers available, as appropriate, in advance of Kirk Session meetings
- Print and maintain stock of the Church magazine, ensuring appropriate distribution
- Assist Treasurer with recording financial transactions and collating financial documents for his/her attention
- Act as first point of contact for those requesting use of the church building and oversee required administration
- Maintain accurate records of licence and copyright requirements
- Other tasks as remitted through your line manager or the Minister



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Skills and abilities

Essential

- Proficiency in the use of MS Office to produce correspondence, presentations, spreadsheets
- Expertise in the use of social media eg Facebook, Twitter etc for promotion of church initiatives and event publicity
- 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
- Sympathetic to the aims and ethos of a faith-based organisation

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
- Experience of working with an Information Management system

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