

JOB DESCRIPTION

Role Summary:

Job Title	Office Administrator
Hours	20 hours per week including Sunday mornings - Flexible
Contract Type	Permanent (after 3 months probation)
Start Date	5 th September 2023
Salary	£11.00 - £13.00 per hour (negotiable depending on experience and qualifications)

Environment:

Reporting to	Associate Pastor: Lucy Edwards
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Citifaith Church operates as a Christian faith-based community and an employer. All our employees, workers and volunteers support each other throughout the week. With our strong culture and ethos as Christians we seek to ensure everyone that joins the Citifaith team will prosper in a positive community, and you must be able to contribute to Christian faith. As such, all workers and employees will be required as part of their contract to volunteer at Citifaith Church on a regular basis. Our roles have a genuine occupational requirement to ensure protection of our Christian values, and our objective of advancing and sharing the Christian faith. This is necessary for the success of Citifaith Church and operates in line with the Equality Act 2010.

Objectives:

Job Purpose	To be a highly organised and effective centre for co-ordination, communication and administration for office and church operations. Key figure in the life of the church and must therefore be able to hold sensitive information and respond to all kind of questions and challenges as they arise. This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. To be a first point of contact for people contacting the church. To support and facilitate Citifaith's vision and mission.
Role Requirements (i.e. the main activities and responsibilities)	<p>Administrative Tasks</p> <ul style="list-style-type: none"> • Facilitate meetings when required for Pastors, Board of Trustees, Team Leads and Staff; minute keeping in minutes when required • Co-ordinate & work closely with team leads to implement strategy, manage volunteers, manage budgets • Schedule weekly rotas using Planning Centre for the most efficient Sunday services • Manage volunteer and church member database ensuring up to date contact

	<p>information</p> <ul style="list-style-type: none"> • Work closely with Senior Pastor, Associate Pastor & Board of trustees to implement actions • Work closely with Senior and Associate Pastor to develop efficient operations across all of church life • Manage and develop administrative operations using M365, Microsoft Teams and Sharepoint • Represent the church to external agencies & individuals; responding to enquiries, telephone calls, emails, liaising with contractors • Co-ordinate, support & execute events throughout the church calendar including conferences, away days, international Sunday • Organise, co-ordinate and liaise with visiting guest speakers planning itinerary, booking accommodation and responding to issues throughout trip • Ensure that health and safety, policies and procedure documents are up to date and reviewed annually; book appropriate training • Manage DBS database and ensure applications are kept up to date according to Safeguarding Policy • Manage church calendar and booking events throughout the life of the church • Responsible for the day to day running of the church office • Purchase supplies as required for the office and all other departments • Any other duties may from time to time be necessary at the discretion of the Senior Pastor, Associate Pastor and Board of Trustees <p>Building Management</p> <ul style="list-style-type: none"> • Manage building maintenance, repairs and contractors • Work with Pastors, Staff & external contractors to ensure that the church remains in the best working order <p>Venue Hire</p> <ul style="list-style-type: none"> • Liaising with individuals and organisations who rent space at Citifaith. Administration of hiring forms & invoices; walk throughs & welcomes; responding to issues on day of hire <p>Financial Tasks</p> <ul style="list-style-type: none"> • Reconciliation of receipts for expenses on NatWest Credit Card • Timely processing and recording of claims and invoices received through the church office • Management of petty cash by keeping the petty cash funds and record accurate • Prompt banking of tithes and other funds received via the office; accurate record keeping of all funds • Tendering and obtaining quotations for work to be done on behalf of Citifaith Church • Any other duties may be necessary at the discretion of the Treasurer and Board of Trustees
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Skills and Experience:

<p>Including: Specialist Qualifications (if applicable) Knowledge, Expertise & Skills</p>	<p>Essential Qualifications: GCSE or equivalent in Maths and English Clear enhanced DBS check (will be done on appointment) References (required upon appointment)</p> <p>Preferred Qualifications: First aid Full UK driving license and access to a car</p> <p>Essential Experience: Safeguarding Working within a church environment</p>
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	<p>Administration</p> <p>Preferred Experience: Event planning & management Budget management</p> <p>Skills: Team work - motivate & inspire a team Excellent communication & interpersonal skills Time management and ability to work under pressure Excellent organisation and communication skills Strong attention to detail Computer literate with a good understanding of Microsoft Office & M365 Discretion in dealing with confidential and sensitive information A “hands-on” attitude, able to roll-up sleeves and pitch-in with practical task delivery</p>
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If you are interested in applying for this position please fill out the application form [here](#). Please upload your CV and a covering letter telling us a little bit about yourself and why you think you are the best candidate. If you have any questions please contact admin@citifaiht.co.uk and a member of the team will be in touch.