

Advertisement for Admin Assistant

Job Title: Admin Assistant

Salary: £[Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

Responsible to: Church Administrator

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. In order to do this effectively, we are looking for someone to support our church administrator and the church team with general admin duties. *Please look below for a description of the responsibilities that the role entails.*

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in an admin assistant-any qualifications, number of years work experience, etc.]

Key responsibilities

1. General Office Duties

- Offer tea and coffee to visitors
- Along with other staff help keep the office, photocopier room and kitchen clean and tidy.
- Answer the church office phone.
- Order kitchen supplies and keep a daily log of the main fridge temperature in the kitchen for health and safety records.
- Respond to general enquiries sent to the church email address.
- Empty the shredder weekly and oil it.
- Make sure the admin desk iPads are charged every week and that all the rotas are correctly stored on them (which requires a good knowledge of Dropbox and iCloud).
- Open the post daily and keep a log of everything that comes in and distribute parcels to whomever they're addressed.
- Keep all stationery stocked up (including stamps, printer toners, etc.)
- Order books and supplies where requested.

- Maintain a record of all account passwords (online and otherwise) such as Amazon, Vimeo, iTunes, Apple ID, etc.
- Have a knowledge of how to use the photocopier (including connecting a PC or laptop for the first time), banner printing and scanning properly (to create neat documents).
- Make sure all first aid kits are kept well-stocked and in date.
- Make sure first aiders are trained and book refresher courses where needed.
- Keep the admin desk in the main hall tidy.
- Check the admin desk every Monday for messages that may have been left on Sunday.
- Before breaking bread, make sure there is a supply of plastic communion cups, wine and Ribena.

2. Caring for Church Members and Visitors

- Arrange flowers to be sent to members/friends when requested.
- Maintain a record of Staff birthdays and organise cakes (includes buying cake, finding a suitable time to gather staff to sing and clear-up afterwards).

3. Assist in the organisation of outreach events

- Assist the Church Administrator and other staff members with research for events
- Make sure the office calendar boards are kept up to date to include all club dates, emailing anyone who may need to know of any room changes or date changes and replying to church members when they request use of a room.
- Support the Church Administrator as they organise Visitor Sundays and other events. This includes helping to recruit volunteers when not enough sign up, helping order equipment and food; and phoning volunteers close to the date to remind them of what they're doing.
- Assist organisers of clubs and societies with anything they need. This includes: checking dates and room availability, communicating with the facilities so that the correct rooms are set up on time and responding to incoming emails from people interested in attending any clubs.
- Make various event sign-up sheets using Word and incorporating artwork provided.
- Make any event signs that are requested using photoshop and word.

4. Maintain Church Members database

- Keep the database up-to-date. Add new members or babies (updating contact information along the way) and remove people who have left or have passed away.
- Keep the rota groups up-to-date.
- Regularly back up the database.
- Provide members of staff with various CSV reports from the database upon request e.g., a list of anyone aged 16-30 in the church or anyone added in the last year.

5. Christmas

- Work with the church administrator to find a suitable christmas card and order them
- Hand write the Christmas cards and make it clear who is who for the pastoral team to sign.
- Once the pastoral team has signed the cards, write out the envelopes for each card.
- Organise and assist the card sorting team. Order Christmas treats for the sorting and ensure the tables are set out and cleared away afterwards.
- Help with decorating the building which includes the main hall and foyer area. Organise a team of decorators if needed.

Add Any Other Responsibilities That Your Church May Require From An Admin Assistant Here e.g. assisting with a specific area of outreach for your church such as food bank or night shelter

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**