

## Church administrator job description June 2024

**12 - 15 hours per week (depending on the candidate and the roles and responsibilities taken)**

**Holidays: Bank Holidays and 5.6 weeks pro-rata**

**Monday, Tuesday, Thursday and Friday**

**Line Manager: Church Operations Manager**

**Direct Reports: Cleaner, Welcome Team, Communion Team, Caretaker, Housekeeper**

### Buildings and H&S

- Health and Safety
- Ensure we are compliant with H & S (Fire, Gas, Electric, Risk Assessments, Pest Control, Kitchen, First Aid boxes, legionnaires)
- Ensure all staff and volunteers are up to date with any necessary training - fire, first aid, legionnaires....
- Annual review of H & S and safeguarding policies
- Manage insurances, licences, and various utilities contracts making sure they are maintained and compliant
- Oversight of kitchen (via line management of Housekeeper - scheduled works, 'public' use e.g. alpha, Sundays....)
- Ensure the kitchen meets Food Hygiene standards and implement procedures to aid this

### Operations

- Manage the day to day operations of the Church building e.g. Church diary, locking rotas, taking deliveries
- Line manage the cleaner and housekeeper (annual appraisals and ensuring the requirements of the job are being met)
- Point of contact for the communion team and welcome team
- Manage connect corner (create rotas, organise and stock) and coffee rotas
- Create and maintain a register of all volunteer and paid staff who will require a DBS check, ensuring they are completed and current.
- Where applicable, manage Department Heads to ensure DBS Clearances, application forms and self-declaration forms are completed and references sent, returned and checked.
- Verify ID for DBS checks

### Events

- Manage the smooth administration and planning of weddings and funerals taking place at the Church
- Support the church operations manager in all special events and church projects

#### General and pastoral administration

- General Church admin
- Be the 'face of PCC office'. The first one to answer the door and telephone.
- General office management - supplies, photocopier, tea, coffee etc.
- Manage the Church database
- Manage the integration of all newcomers
- Act in the capacity of Appointed Person filling all monthly and quarterly paperwork to the Registrar General

Signed by employee:

Date:

Signed by line manager:

Date: