



JOB DESCRIPTION FOR ASSISTANT ADMINISTRATOR (Part Time)

Who we are: Holy Trinity Claygate is a multi-congregational Anglican evangelical church in the Diocese of Guildford; we are rooted in the authority and teaching of scripture, guided and equipped by the Holy Spirit.

Our purpose: Encounter, Celebrate and Share God's transforming love

Our values: Connecting with God, Proactive in Mission, Distinctive Daily Disciples, Loving & Generous Community and All Involved

Role	Assistant Administrator at Holy Trinity Claygate (HTC)
Employed by	The Parochial Church Council (PCC)
Reports to	Church Administration Manager (or designated representative)
Responsibility	To provide support for the Church Administration Manager ensuring that a wide variety of tasks associated with running a busy church office are carried out efficiently and in line with the Christian teaching and ethos of HTC

PRIMARY RESPONSIBILITIES

Some of the tasks outlined below could be delivered by volunteers under the direction of the Assistant Administrator. Duties will vary from week to week, but essentially responsibilities will include the following:

Leadership

- Together with other members of the operational team, identify able, reliable volunteers to work with the team
- Provide leadership and direction to the volunteers

General Administration

- Manage bookings for our buildings and resources including the issuing of keys, invoicing and reviewing of fees on an annual basis
- Deal with e-mails, phone calls and visitors
- Place orders for catering, office and church supplies
- Preparation and production of orders of services for Sunday worship and other services as required
- Ensure that we are adequately set up for various church services including setting up the worship presentation software as required
- Ensure that the weekly cash is counted and prepared for banking
- Be responsible for keeping the church database up to date
- Be part of a team providing administrative assistance to staff team members and general administrative support to the wider church

Communication

- Be responsible for the preparation of weekly newsletters
- Ensure that weekly communication and sermons are uploaded as appropriate
- Oversee the maintenance of volunteer rotas on the church database
- Oversee and update the electronic events calendar
- Organise and ensure timely distribution of termly preaching plans and term cards
- Make textual changes to the website as required



Supporting ministry areas

- Support the administration of occasional courses, events and away days
- Recruit and brief volunteers for occasional courses and events
- Support Associate Vicar with occasional administrative tasks

Person Specification

The role requires a committed Christian who will ideally be a worshipping member of HTC. You will be expected to participate in staff meetings and attend Morning Prayer at least on Mondays and Wednesdays unless otherwise agreed with your line manager.

The post requires a high degree of confidentiality and we are looking for someone who has the following attributes:

- Well-developed organisational skills and the ability to work to deadlines
- The ability to work using own initiative when required, as well as to work to the requirements of the Church Administration Manager
- Flexibility and high energy with a proven ability to deal with a varied and pressured environment
- The ability to relate easily and sensitively to a wide range of different people
- Highly computer literate, proficient in Microsoft Office (Word, Excel and PowerPoint) with a desire to learn new packages. Packages such as ChurchSuite, ProPresenter and Mailchimp are essential to the role and early training will be provided if required. Over time, training will also be provided in the use of InDesign, SoundCloud, WordPress and Pixlr.

Training and Development

As a church we are committed to the appropriate development of every team member. Training will be given and funding will be provided for other training as needed for the role.

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT FOR THE ASSISTANT ADMINISTRATOR

Commencement	As soon as practicably possible
Hours	The appointment is a part-time role for 28 hours per week on days to be agreed, in a working pattern to be agreed with the line manager e.g. 9:00am to 5:00pm Monday and Wednesday plus 9:00am to 1:00pm on Tuesday, Thursday and Friday
Pay	Up to £12.85 per hour depending on experience
Pension	The PCC will make a pension contribution of 3% of salary
Holidays	Annual leave entitlement is 5 weeks at 28 hours per week. In addition to your annual leave entitlement you are entitled to take the usual Bank Holidays in England and Wales that fall on one of your normal working days as well as any working days between Christmas and New Year
Contract	A detailed contract of employment will be prepared embracing these key items and other matters such as termination, sickness, disciplinary and other details