

JOB DESCRIPTION

Job Title:	Part Time Administrator (16 hours per week over 4 days)
Lay Employee in the	Wey Valley Methodist Circuit (36/6)
Location:	Trinity Methodist Church, Brewery Rd, Woking, GU21 4LH
Responsible to:	The Lay Employee will be employed by Trinity Methodist Church, Woking and will be under the supervision of the Church Administrator

Purpose and Objectives:

To provide a professional administrative service in support of Trinity Methodist Church, Woking. This post will be key to maintaining organised administrative processes and providing excellent customer service and the postholder will therefore work on site.

Main Responsibilities

- Provide general administrative assistance, including managing E-mails, phone calls and correspondence and maintaining paper/online records, files and documentation, accurately and efficiently.
- To be part of the Team that is the first point of contact for visitors to the church, providing a warm welcome and guiding them to their particular event space, and by communicating in a friendly and professional manner.
- Coordinate bookings for events, meetings and gatherings in the bookable spaces, ensuring accurate scheduling, timely confirmations and smooth setup.
- Monitor levels of various supplies, placing orders as necessary and ensuring the availability of all necessary materials for daily operations.
- Assist with manual tasks such as setting up and packing away furniture and equipment for events.
- Co-ordinate rotas of volunteers to ensure that someone is always available to unlock or lock the premises when necessary.
- Help to keep the Church database constantly updated, changing contact records and producing reports as required.

Management

The Lay Employee will be responsible to the Church Administrator.