



St Michael's Church  
Dowhills Road  
Blundellsands  
Liverpool L23 8SP

## PART-TIME CHURCH ADMINISTRATOR REQUIRED (PERMANENT)

### Job Description/Person Specification

#### Qualifications and Experience

- Excellent working knowledge of Microsoft Office Package: Word, Excel and PowerPoint.
- GCSE or equivalent in English and Maths
- Numerate
- Excellent verbal and written communication skills
- Website design and management skills
- The ability to work unsupervised and prioritise tasks
- Empathy with the ethos and mission of the Church of England (desirable)

#### KEY RESPONSIBILITIES

- **Office Management:** Maintain the church office and ensure it operates efficiently. These duties include managing office supplies, operating office equipment and technology, as well as organizing files and records for easy retrieval.
- **Administrative Support:** Provide administrative assistance to the ministry team, churchwardens and volunteers as required. Preparation of documents; orders of service, bulletins, newsletters, leaflets, brochures, certificates. Diary management - scheduling meetings and appointments. General assistance with day-to-day tasks to support their work.
- **Financial Support:** Preparation of contracts, invoices and collation of all documents for Church Hall clients.
- **Database Management:** Maintain and update church databases, including membership and church records, attendance data and contact information for effective outreach and communication.
- **Website Design/Management:** Regular update of the church website and associated platforms.
- **Event Co-ordination:** Assist in planning and co-ordinating church events, meetings and activities with church members. This involves managing the Church and Church Hall schedule, booking venues, sending invitations, and providing necessary support during the events.
- **Congregational and Visitor Support:** Greet and assist visitors, members and volunteers in a warm and friendly manner. Address their enquiries, provide necessary information, and offer guidance as needed.
- **CONTACT:** [office@stmbsands.org](mailto:office@stmbsands.org)