



The Cotteridge Church

Role Description

Job Title	Church Administrator
Location	The Cotteridge Church
Responsible to:	The Joint Church Council
Responsible for:	The Cleaner

About the church:

The Cotteridge Church is an inclusive church at the centre of Cotteridge that serves it's community through regular acts of worship, being involved in the local foodbank, running a vibrant café and a well-respected older adults centre. Alongside a range of church events, it also acts as a hire venue to a wide range of groups throughout the week. The Church was formed in 1986 when Anglican, Methodist and United Reformed Churches in the area combined into the one building.

Purpose and Objectives of Role:

The Cotteridge Church seeks a friendly, pro-active, professional and organised Church Administrator to:

- Provide administrative support to all aspects of church life
- Provide a friendly presence that responds to enquiries from the public
- Support and increase the letting of the building
- Manage the building so it is safe and pleasant for all who use it

Main Responsibilities

1) Church Administration

- Provide administrative support to the ministry team of the church
- Order supplies required for church ministry (e.g. communion supplies)
- Deal with all statutory documents required by the church, denominations and the law (eg statistics etc)
- Maintain church records including (but not limited to) licences
- Maintain records for petty cash, Coffee Bar and Church Collection
- Record income and expenditure, ensuring invoices are paid, setting up payments for authorisation and banking takings.
- Responding to enquires from the public. This can often be on a wide range of topics, from welfare requests to people wishing help for life events such as funerals or weddings.
- General office activities including dealing with emails, post, phonecalls etc

2) Church Communication

- Support the production of a weekly news sheet and bi-monthly newsletter for the church
- Update church website with news of key activities and other appropriate information
- Duplication of material for use in worship
- Ensure The Cotteridge Church adheres to appropriate Copyright Licences in its worship

- Promote the work of the church via church social media channels

3) Meeting Support

- Administer the church diary, arranging meetings when requested
- Minute meetings of the Joint Church Council
- Minute other meetings of the church, as requested
- Provide report(s) to the Joint Church Council as requested

4) Room booking management

- Promote and increase the letting of meeting spaces in The Cotteridge Church
- Administer the letting process
- Ensure all hirers abide by letting conditions

5) Building Management

- Oversee and manage all contracts relating to the church and its premises
- Line manage the cleaner and ensure the building is clean and tidy for all users
- Work with the Property and Management Committee (PMC) to ensure the building is in a fit state of repair.
- Seeking advice/guide from the PMC on emergency/ad-hoc maintenance requests or needs
- Oversea any building improvements or maintenance after agreement with PMC
- Ensure the building and its contents are operating in ways that adhere to relevant legislation (including but not limited to) health and safety, fire safety, legionella testing and more.
- Recruit, support and encourage volunteers who work on the church premises and gardens

6) Other

- Any other tasks as deemed relevant by the ministers and/or the Joint Church Council

Terms and Conditions

Terms of Appointment	Permanent part time role
Remuneration	In the region of £15,119 (£11.63 per hour). This is reviewed each January.
Pension	The post-holder will be automatically enrolled into the NEST Pension scheme after three months continuous service
Hours of work	25 hours per week. Majority are worked during office hours Monday – Friday. Some evenings are worked (agreed in advance) to support meetings of the church.
Expenses	Any reasonable pre-agreed expenses will be reimbursed in line with church policy
Holiday entitlement	28 days pro-rata (including 8 Bank Holidays)
Criminal Record Clearance	Church of England – Birmingham safeguarding training to be completed on appointment
References	2 references will be required
Probationary Period	6 months, with a review at 3 months

Person Specification: Church Administrator, The Cotteridge Church, Summer 2021

Requirement	Essential	Desirable	Assessment: Application (A) Interview (I)
Experience			
Minimum 2 years experience running administrative systems in an office environment	X		A & I
Experience of working with paid staff and volunteers to create ideas and then implement them		X	A & I
Experience of managing lettings for a building	X		A & I
Experience of managing building maintenance		X	A & I
Experience of line management of one or two staff members		X	A & I
Experience of responding to enquiries from the public on a regular basis	X		A
Experience of church administration in either an Anglican, Methodist, or a United Reformed Church environment or a Local Ecumenical Church setting		X	A
Skills			
Minimum 2 years experience of regular work using the Microsoft Office suite of programmes	X		A
Financial book keeping/ record keeping	X		A

Using financial packages to carry out book keeping or record keeping		X	
Knowledge of legislation and guidelines around data protection	X		A & I
Knowledge of legislation and guidelines around building management and use (eg health and safety, fire etc)		X	A & I
Personal Qualities			
Able to work in a team and independently	X		A & I
Able to adapt work plan as new challenges appear	X		A & I
Comfort working in a Christian environment	X		A& I
Attend or hold membership in a Church recognised by Churches Together in Britain and Ireland		X	A