



CROFTS END CHURCH
come as you are

Crofts End Church is a growing, diverse Christian community with a wide range of ministries and outreach initiatives.

The church is now at the point where it requires a part-time Administrator in order to continue to develop.

We are looking for a friendly, highly organised individual who has the capacity to manage a number of different tasks simultaneously and who is also able to represent the church as a result of increasing community contact.

- 16hrs per week - based at the church building
- Flexible working hours over at least 3 days per week in agreement with the church.
- Increased working hours are anticipated as the role develops.
- Salary: £22,750 pro rata

Your Responsibilities:

To provide overall administrative support to the work of Crofts End Church in all aspects of ministry including;

- Managing daily operations and maintaining office supplies and records.
- Handling church communications and publications Assist in the organisation, planning and executing church events eg. Children's Holiday Club.
- Coordinate scheduling of meetings, renting church equipment and facilities plus ensuring church policies are adhered to for facility use.
- Assisting in scheduling church facility maintenance and security operations.
- Being the first point of contact with the congregation and community.

Other responsibilities may include;

- management of income and expenditure and internal budgets
- coordination of volunteer ministry teams

What we are looking for:

- Office or administrative experience
- Excellent communication and interpersonal skills
- Strong computer skills, including a working knowledge of Microsoft Office Suite, Google Suite and the ability to operate office equipment
- Great problem solving skills
- Confident to use your own initiative within the remit of the responsibilities
- Discretion and sensitivity, ensuring all confidential information is kept just so.
- A commitment to being a moral and upstanding representative of the church community
- It is desirable that you have an active Christian faith.

Applicants should email a CV to office@croftsend.org by 9am on Tuesday 30th November 2021