



Lead Administrator

Hereford Baptist Church
www.herefordbaptist.org.uk

Hereford Baptist Church, Registered Charity No. 1131325
Commercial Road, Hereford, HR1 2BP

Lead Administrator

Job Summary

We are looking for a gifted, experienced and skilled administrator to join the team at Hereford Baptist Church on a flexible, part-time basis to support our ministry. The purpose of the role is to take an active lead in carrying out the day-to-day administrative operations of the church in close co-operation with the Ministers and Officers of the church, with the potential to guide and support others in the performance of specific tasks.

Background

Hereford Baptist Church is situated on Commercial Road, close to the heart of the city. It draws people from both the city and the surrounding villages and is a focal point for various community activities.

Our membership is currently 153 with around 150 adults and 30 children regularly attending Sunday morning worship.

The ministry team is currently made up of one full-time paid Minister and one part-time paid Minister-in-Training.

Location and hours

The role will be based in the church office of Hereford Baptist Church, HR1 2BP.

The role is initially scoped for 16 hours, ideally 4 half days. Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings.

Terms and accountability

The detailed terms and conditions will be contained in the post-holder's Contract of Employment.

The salary will be paid monthly in arrears by direct transfer. Remuneration will be reviewed annually. The Church also operates a pension scheme which the post holder will be eligible to join. Should they choose to join the scheme, Hereford Baptist Church will make contributions of 5% of your salary, and they will be required to make contributions of 3%.

Any overtime needs to be agreed in advance with the line manager, but should only be in exceptional circumstances.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata (equivalent to 90 hours for 16 hours per week).

Leave should be arranged in advance with the line manager, bearing in mind the particular demands of preparation for major church events.

The line manager will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training.

The line manager will be the Church Secretary, although you will have equal responsibility to the Church Secretary and the Minister(s).

Key responsibilities

1. Support Hereford Baptist Church's vision and mission

- Be active in sharing the Church's vision and values.

2. Office management and general administrative duties

- Provide general administrative support to the Ministers and leadership.
- Administer the church diary, arranging appointments and setting up meetings when requested.
- Maintain the petty cash record and be responsible for the office budget.
- Provide administrative support for special events.
- Provide administrative support for DBS and safeguarding training.
- Deal with statutory documents, including registers, CCLI licensing and ensuring that church records are kept up to date (membership database).
- Order supplies for church ministry including stationery, office, cleaning and communion supplies.
- Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held (security alarm, fire appliances, boiler inspections).
- Assist with the purchase of office equipment.
- Ensure a safe and clean working environment within the office.
- Review and implement procedures to ensure clear, efficient and effective office operation.
- Attend meetings as required to take and produce minutes in a timely fashion (this may require the attendance of evening meetings).

3. Church communications

- Manage all church correspondence, including post, e-mail and answer phone
- Ensure internal and external notice boards are kept tidy and up to date.
- Assist with the publication of the annual general report.
- Maintain the membership database.
- Produce and circulate regular updates to the membership directory.
- Assist with the marketing of events and groups.
- Co-ordinate occasional membership mailings.
- Assist with keeping the church website up-to-date.
- Act as first point of contact for all enquiries whether in person, or by phone, post, e-mail etc; ensuring they are dealt with politely, professionally and are followed up by appropriate action.

4. Administrative support for worship

- Ensure the accurate production of the weekly newsheet and all additional sheets required for services.
- Co-ordinate the necessary reproduction and distribution of the same.
- Assist, as requested, with e-mailing weekly orders of service to all participants on a timely basis.
- Manage copyright licence applications and requirements.
- Support and encourage volunteers working in church premises.

5. Management of premises and lettings

- Be the first point of contact for any letting enquiries and ensuring that the relevant person is contacted.
- Maintain the diary for church premises bookings.
- Liaise with the person responsible for heating management to ensure adequate heating for all events and room bookings.
- Purchase sufficient materials and equipment for cleaning.
- Maintain accurate records of key holders.
- Be an “on-site trouble shooter” (keeping a vigilant look out for anything that might require attention and reporting, where necessary to the relevant person).

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the post holder’s line manager. Please also note that this job description does not form part of the contract of employment.

Person Specification

Requirement	Essential or desirable?
Experience	
Basic qualification in administration	Desirable
Experience of working in a similar role	Desirable
Experience of managing staff or volunteers	Desirable
Experience of church ministry/mission	Essential
Knowledge	
Knowledge of church ministry	Essential
Skills and Competencies	
Excellent interpersonal communications skills	Essential
Excellent organisational skills	Essential
Strong attention to detail	Essential
General office and clerical skills	Essential
Confident IT skills	Essential
Good working knowledge of Microsoft Office including Publisher and Excel	Essential
Strong planning skills with the ability to work autonomously, demonstrate initiative and manage workload	Essential
Personal Attributes	
Christian faith	Desirable
Member of Hereford Baptist Church	Desirable
Sensitive listener	Desirable
Experience of dealing with matters of confidentiality and / or sensitivity with compassion	Desirable
Ability to make decisions and take initiative	Essential
Motivated to deliver high quality output	Essential

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Baptist Union exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

At all times, employees are expected to act with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

Hereford Baptist Church takes Health and Safety at work seriously and requires its employees to familiarise themselves with, and follow, its policy.

Application and Selection Process

Closing date for receipt of applications: **Wednesday 21 October 2020**

Interviews to be held: **Week beginning Monday 26 October 2020**

Start date: **As soon as possible** (to be mutually agreed between Hereford Baptist Church and the successful candidate)

Please send a letter of application, along with a CV and the names and contact details of two referees:

- either** by email, to: churchsecretary@herefordbaptist.org.uk
or by post to: **The Church Secretary, Hereford Baptist Church,
Commercial Road, Hereford, HR1 2BP**