

Basic Details:

Title:	Church Administrator
Start Date:	July 2022
Duration:	Permanent (6 month probation period)
Location:	Hope House; Sunbridge Road Mission or Home Working (where necessary)
Hours:	15 hours per week
Holidays:	5 weeks per year including no more than 5 Sundays (bank holidays included on top of this)
Supervision:	Matthew Pilkington
Payment:	£12 per hour
	SRM will be responsible for covering ministry expenses (including training courses)
	Individual will be responsible for finding suitable accommodation within Bradford

What will the job involve day to day?

An important part of this role is coordinating with others within the church family, and so some of the tasks below may well be done by others under the supervision of the church administrator. It is important to note that not all of the responsibilities below will be required each week. The intention of this section is to give an indication of the kind of work involved in this role.

Supporting Staff Team

- Weekly staff meeting and taking responsibility for actions (Monday 11-12.30)
- Provide administrative support for pastoral workers (e.g. communications; rotas, planning services & events; producing resources)
- Scheduling meetings / sending out reminders
- Production/ Printing (PPT for sermons, flyers, booklets etc.)
- Service planning (getting in touch with people to check they're happy to pray; lead; read; share etc. and prep them)
- Help with Agenda, Minutes, Actions for meetings (elders, church, staff)

Church Communication

- Respond to office@sunbridgeroadmission.org.uk email and SRM phone
- Manage church calendar / building use
- Ensuring information on SRM App is up to date
- Writing communication for church family through SRM App
- Point of contact for coordinating occasional events
- Responsible for keeping directory up to date
- Point of contact for enquiries from church family and those outside the church

Specific Administrative Tasks

- Finance: supporting treasurer with some of the weekly tasks such as book-keeping; expenses; bills
- Safeguarding: supporting safeguarding lead with administration such as processing DBS; ensuring policies are kept up to date; processing risk assessments

Person Specification:

	Essential	Desirable
Qualifications	- Good grades at GCSE (A* - C in English & Maths)	- Degree or equivalent - Any relevant administrative qualifications
Skills & Knowledge	- Comfortable with using Microsoft Office (Word, PowerPoint, Excel, Publisher) - Comfortable with using software such as Google Suite and a willingness to learn to use other operating systems (e.g. SRM App, Planning Center) - Good people skills. Able to interact with a range of different people (e.g. different cultures, ages, socio-economic background) within the church family. Able to work well as part of a team. - Strong communication skills in both written and verbal communication.	- Microsoft office training / qualifications
Experience	- Experience of working in an office environment - Experience of serving within a local church	- Experience of administrative support within a wider team
Faith & Character	- Committed Christian with a personal faith in Jesus - Commitment to actively pursuing ongoing personal, emotional, and spiritual development as an active member of the church family at Sunbridge Road Mission - Agreement with the vision & values of Sunbridge Road Mission and the statement of faith (available through the website) - Trustworthy and spiritually mature - Proactive and happy to take initiative	- Already an established member of Sunbridge Road Mission

Application Process:

All applicants must fill in an application form. These can be downloaded from our website (www.sunbridgeroadmission.org.uk) and should be submitted digitally to office@sunbridgeroadmission.org.uk. The deadline for applications is 5pm on Friday 22nd April after which successful applications will be called to interview.