



Job Description

Title of post: Church Administrator

Job purpose

1. To provide administrative assistance to the Ministerial team and Church Office bearers.
2. To establish, maintain and provide information from a computerised database for all congregational issues.
3. Take enquiries from and provide information to Church officials, leaders of organisations and members of the congregation on relevant Church matters.

Responsible to a representative of the Congregational Committee.

Key tasks

1. Receive and dispatch incoming and outgoing mail.
2. Allocate and/or draft replies to written correspondence and emails as assigned by the Ministerial Team, Information Committee Convenor, Clerk of Session, Church Treasurer and the Congregational Committee Secretary.
3. Take incoming telephone calls and respond appropriately.
4. Receive, update and provide information from Congregational and visitation records.
6. Provide word processing/typing, PowerPoint, filing and photocopying support.
7. Undertake photocopying, printing and other administrative tasks as required.
8. Take enquiries from and provide information to the Clerk of Session, Congregational Committee Secretary, Church Officer, Convenors of Sub-committees of Kirk Session and Congregational Committee and organisational leaders.
9. Co-ordinate booking of the Church premises including those for non-congregational use, as approved by the Session or Congregational Committee.
10. Undertake basic research and assemble information for 'Westwords', bulletins, and other publications.
11. Co-ordinate the work of any volunteer office staff.
12. Undertake other administrative duties which may from time to time be assigned by the Information Committee Convenor.
13. Ensure that office equipment is properly maintained, reporting faults in a timely manner and ensuring that repairs are carried out quickly and effectively.

General responsibilities

1. All duties must be carried out to comply with the Presbyterian Church of Ireland and West Church, Ballymena, policies and procedures.
2. All duties must be carried out to comply with Child Protection Guidelines.
3. Members of staff are expected at all times to provide a caring service and to treat everyone they come into contact with in a courteous and respectful manner.
4. Staff are expected to demonstrate their commitment to West Church by their regular attendance at work and efficient completion of the tasks allocated to them.
5. West Church operates a no smoking policy.
6. All duties must be carried out in compliance with health and safety legislation. This job description is not meant to be definitive or restrictive and may be amended to meet the changing needs of West Church.

Personnel specification

Applicants must clearly demonstrate in their application form evidence of qualifications and experience as set out below. Only information contained in the application form will be considered at short-listing.

Essential Criteria:

1. A minimum of 4 GCSE's Grades A – C **or** have a minimum of 3 years experience of working in an administrative role in an office environment including practical use of computers in a paid capacity **and**
2. OCR/RSA Stage 2 Typewriting/Text Processing/Word Processing (Parts 1 and 2) or equivalent or higher.
3. A minimum of 6 months experience of using Microsoft Office applications (Word, Powerpoint, Excel and Access) in an administrative role in a paid capacity.
4. Ability to handle confidential and difficult situations with discretion and diplomacy.
5. Ability to work on own initiative and as part of a small team.
6. Good written and verbal communication skills.
7. Sympathetic to the ethos of the Church.

Desirable Criteria:

1. Experience in the use of Microsoft Publisher.
2. Experience in updating websites.