

Church Administrator (Part-Time)

Hours: 8 hours per week

Administration & Volunteer Support

- Manage the church's main email inbox, responding to and directing enquiries appropriately.
- Maintain and update the ChurchSuite database, ensuring member records are accurate and up to date.
- Add and update ministries, teams and events within ChurchSuite.
- Produce and distribute quarterly volunteer rotas across all ministry teams.
- Create and distribute weekly Sunday service run sheets, including announcements for service leaders.
- Purchase stationery, office supplies and ministry resources, ensuring volunteers have the equipment they need.
- Coordinate ordering of church equipment and supplies.
- Provide administrative support to the Leadership Team, ministry leaders and volunteers.
- Manage operational administration relating to building maintenance and facilities.

Facilities Management

- Support the maintenance and upkeep of the church buildings and facilities.
- Coordinate repairs and maintenance with contractors and service providers.
- Report maintenance issues to the Trustees and monitor progress.
- Ensure the church remains clean, safe and welcoming for services and events.
- Maintain inventory of church supplies and equipment.

Events & Ministry Support

- Coordinate the administration and scheduling of church events, meetings and activities.
- Assist with the planning and organisation of church services, programmes and special events.
- Support ministry leaders with administrative tasks and event preparation.
- Help ensure ministries are well organised and equipped to fulfil their purpose.

Communications & Marketing

- Prepare and distribute church newsletters and other communications.
- Design and produce promotional materials, including flyers, posters and event resources.
- Create and schedule engaging content across the church's social media platforms.
- Maintain and regularly update the church website and events calendar.
- Respond to public enquiries and provide information about church activities and services.
- Build positive relationships with church members, visitors and the wider community through effective communication.

Finance & Compliance

- Maintain accurate records of ministry expenditure, donations and purchases.
- Prepare documentation and transaction registers for submission to the Treasurer in a timely manner.
- Ensure administrative processes comply with church policies and procedures.
- Support good governance through accurate record keeping and confidentiality.

We're looking for someone who is:

- Organised with excellent attention to detail.
- Friendly, approachable and able to communicate well with a wide variety of people.
- Self-motivated and able to manage their workload independently.
- Proficient in Microsoft Office (or equivalent) and confident using digital systems.
- Experienced in administration, office management or a similar role.
- Creative and confident in producing promotional materials and social media content.
- Able to handle confidential information with discretion and integrity.
- Flexible, dependable and willing to support the changing needs of church life.

Desirable Skills & Experience

- Previous experience working in a church, charity or voluntary organisation.
- Experience using ChurchSuite or another church management database.
- Basic graphic design skills (e.g. Canva or similar).

Occupational Requirement

As this role supports the ministry and mission of the church, the successful applicant will be expected to actively support the values, vision and Christian ethos of the church.