



JOB DESCRIPTION

The Administrator will be an assistant to the Senior Pastors and Leadership Team of Teesside Vineyard

Contract: Initially for one year

Hours: 16 h.p.w (actual times to be negotiated but will include Friday morning)

Reporting to: Senior Pastor

Salary: £9,568

This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Essential duties and responsibilities include the following. Other duties may be assigned.

Reception Responsibilities

1. Act as a key-holder and open up for bookings
2. Greet visitors to the church office and provide assistance whenever possible
3. Answer the telephone cordially, provide assistance whenever possible

Secretarial Responsibilities

1. Handle all church mail, including pick-up, drop-off, opening, distribution, and responding as appropriate
2. Arrange and organise material for Sunday distribution
3. Keep website/Churchsuite calendar and team rotas up to date
4. Keep office organized/neat
5. Filing of relevant material ensuring that confidential material is kept secure

Managerial Responsibilities

1. Where possible, attend Leadership Team meetings to take minutes and contribute as invited
2. Maintain membership records, using Churchsuite database, ensuring GDPR security
3. Provide regular reports from Churchsuite to Senior Pastors, Leadership Team and Ministry Leads
4. Keep an inventory of and order supplies for office and staff
5. **Report maintenance issues of church office equipment to the Trustees**
6. Obtain funding for projects as agreed with Church Trustees and Senior Pastor
7. **Write grant and other funding bids as directed**
8. Take initiative in problem solving
9. Attend Churchsuite, Vineyard Leaders' Conference and other relevant training

Media Responsibilities

1. Maintain church website, ensuring it is up to date and relevant
2. Design and prepare the monthly newsletter
3. Design and prepare public relations pieces (mailers and fliers)
4. Design and prepare event flyers, through Churchsuite
5. Ensure the church maintains an active and appropriate social media presence

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and responsibilities are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the employee may need to lift boxes of paper around 40 pounds. The church office is up one flight of stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Supervision:

The Administrator will be under the direct supervision of the Senior Pastors and/or an Identified Member of the Leadership Team and will receive an annual job review and performance appraisal by a member of the Leadership Team. Initially there will be a three-month probation period within which there will be weekly review and support meetings. The desire is that a good, team oriented working arrangement will be expressed between the pastor and administrator, under the guidance and encouragement of the Trustees.