

CHURCH ADMINISTRATOR

Melton Vineyard is seeking to appoint a part-time Administrator and Office Manager to be responsible for the general admin of this growing church. Part-time hours have some flexibility, so at your interview, please feel free to talk about the hours that would suit you best.

Hours	Part-time, 0.43–0.5 FTE (15–17.5 hours per week)
Start date	To be confirmed
Salary	£19,000–£21,000 p.a. pro rata, plus 5% of gross salary pension contribution towards a workplace pension
Job status	Fixed term, renewable after one year
Holidays	Holiday entitlement is 28 days paid annual leave, pro rata (12–14 days per year)
Role	Administrator and Office Manager
Deadline	Application by CV and covering letter must be received by Friday 18 June 2021

Background

Planted in 2006, Melton Vineyard is a contemporary Christian church committed to equipping ordinary people to live extraordinary lives, through the power of the Holy Spirit. We believe that God is at work in every individual's life, and we love to recognise, develop and celebrate that. We want to be, and encourage others to be, committed followers of Jesus: responsive to his teaching, relational in all that we do, and imaginatively and compassionately engaged with the world around us. We want to be a church where imperfect people feel perfectly welcome, where worship and prayer are at the heart of everything, and where people can experience God's love and power, without hype and at their own pace.

Melton Vineyard Church is seeking to appoint an Administrator and Office Manager. The individual must have demonstrable skills in administration, confidence in using MS Office and online apps, and be able to manage staff and volunteers.

Role description

To oversee and manage all aspects of general church administration, in conjunction with the Finance Administrator and Storehouse Administrator. To report to the Senior Pastors of Melton Vineyard and be responsible for ensuring that all necessary administrative tasks are carried out within appropriate deadlines. The candidate must be willing to carry out a variety of tasks at different levels. As well as overseeing administration, the role involves regular interactions with staff, volunteers, church members, other businesses and organisations, as well as the

general public.

Due to the central nature of this role to the working of the Church, the key responsibility for communication with and on behalf of the Church to members and to the community, as well as attendance for some administrative duties during our Church meetings and participation at our staff prayer meetings, it is a genuine occupational requirement that the role holder is a Christian, and (from a practical perspective) also a participating member of Melton Vineyard Church.

Normal place of work is the Hope Centre and the post holder must be happy to work both alone and in a team. Hours worked will be **either** five mornings **or** four mornings and one afternoon, by agreement.

Specific responsibilities and tasks:

- Office manager, responsible for managing volunteers
- Annual reviews and development of job descriptions, staff and building inductions
- Administer DBS checks for all relevant staff and volunteers
- Oversee the administration for Melton Vineyard and support ministry areas within the church
- Keep records of staff meetings and circulate action points
- Prepare and produce monthly What's On leaflet
- Administer key fobs for opening and alarm system of Hope Centre
- Event management and create sign-ups via online booking system
- Admin support for leaders' meetings (e.g, who is responsible for setting up the room, buying food, leading worship, etc.)
- General website management
- Use online apps as required
- Communication, both internal with church members and external with suppliers
- Diary management, including keeping notes on events and planning strategically for upcoming events
- Ensure that all relevant risk assessment and policies are in place and up-to-date
- Communication with leaders on events and training
- Policies and Procedures: maintain administration manual and staff handbook
- Some PA support for Senior Pastors, as needed

General responsibilities:

- Answer and respond swiftly to all communication to the MV Office
- Monitor emails and forward to the relevant people
- Photocopy documents
- Filing as necessary
- Maintain and update church database (ChurchSuite) as needed
- Miscellaneous correspondence
- Regularly check and update all MV sites online
- Work in co-operation with Finance Administrator

- Purchase of office, Hope Centre and hospitality supplies
- Interact with the church members and general public

Preparation for Sunday Services:

- Sunday attendance to be monitored and recorded
- An adequate supply of welcome literature to be made available for each Sunday service
- All other relevant information and literature to be kept up to date with sufficient amounts on display for Sunday services, e.g. giving forms
- Manage sign-ups (paper and online) for events
- Contact cards and process of inviting people to Newcomers Meals, getting them connected and serving on a team

Essential

1. Participating member of Melton Vineyard
2. Able and fully willing to respect the vision, values and ethos of Melton Vineyard
3. Experience of administration, ideally within a church context
4. Able to work well under pressure
5. Able to work alone and in a team
6. Willing to be flexible in a changing team environment
7. Computer literate and enthusiastic about engaging with technology – MS Office, database, basic website management, online apps, etc.
8. Willing to be trained and teachable
9. Able to maintain confidentiality with respect to all aspects of church life
10. Respect and work in accordance with all church policies (e.g. social media policy, Coronavirus policy, data protection policy, privacy policy, etc.)

Desirable

1. Friendly, easy-going personality
2. Experience of working with financial accounts

Reports to

Neal Swettenham, Senior Pastor

Hours of work

15–17.5 hours per week

This job description will be regularly reviewed to ensure that it is an accurate representation of the post.

Application by CV and covering letter outlining your suitability for the post to stevenciff3@gmail.com

Closing date for applications: Friday 18 June 2021

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses data and to meeting its data protection obligations. Our Privacy Policy can be found on our website under Policies.