

## Administrator - Job Description

We believe that administration is a crucial part of building God's Kingdom through the church and enabling the wider community to do the things God is calling us into. So if you have a head for admin and a heart for serving and are excited about helping us fulfil God's mission for V61 then please contact [lucy@vineyard61.org](mailto:lucy@vineyard61.org) for further information. Closing date for applications is **6th July 2021**.

Job Title: Administrator

Job Role: Responsible for the day to day administrative support, primarily to the HR and Finance Manager and Lead Pastors and manage the day to day running of the church office

Based at: Church Office - 10 Station Road, Balham

Reports to: HR & Finance Manager

Hours: 5 days per week - 35 hrs/wk

It is anticipated that staff will contribute additional hours to these into the life of the church in the same way that other church members contribute over and above their work hours.

Salary: £24,000-£25,000 dependent on experience

Annual Leave: 28 days paid holiday including bank holidays

Probation

Period: 3 months

Terms of

Employment: 1 year contract initially

### KEY RESPONSIBILITIES

(These are to be seen as a guide and reviewed/developed once probation period complete)

#### Office, Facilities and General

- Oversee and manage the day to day running of church office, office equipment and supplies (including assets register) ensuring the office is kept tidy, clean and well equipped

- Be the main contact point for all queries coming into the office and into V61, answering them proactively
- Liaise and communicate well between the staff, church members, newcomers, guests, visitors, other organisations and contractors
- Proactively manage relationships, bookings, invoicing and queries between V61 and the venues we hire or service providers
- Support Line Manager and Lead Pastors with timely administration and project management of new projects as required (eg building/new site projects)
- Carry out administration for the Sozo team, including communication with team and client before and after sessions
- Carry out administration for the School of Kingdom Ministry
- Provide administration support to some of the team members (eg youth worker)
- Support non-staff ministry leaders in their ministry-related work by managing bookings and tracking attendance, maintaining ministry-related budgets, producing and printing documents, and carrying out other delegated tasks on their behalf
- Assist the team with planning and research as required
- Provide clear and useable reports, statistical analyses for staff as required

## **Finance**

- Process supplier invoices, staff & volunteer expense claims, cash withdrawals and online payments, company business cards etc
- Reconcile all income and expenditure on accounting software (Xero) keeping Xero up to date and produce reports as required
- Regular reporting to staff and management on budget and finances
- Assist with preparation for the annual accounts audit as required, including Trustees Reports.
- Oversee gift-aid and manage donations, including reporting as required.
- File finance related documents and maintain archives.
- Process, record and bank the Sunday offerings as required.

## **HR**

- Provide administrative support to HR Manager in all areas as required, including: maintaining and developing staff employment records; providing administration for staff recruitment, including contracts, offer letters, interview support, references etc.
- Maintain staff leave records, and other key dates in the staff calendar (birthdays, appraisals etc).
- Organise staff training and away days as required

## **IT and ChurchSuite**

- Oversee primary ChurchSuite functions, including address book, calendar and small group modules, liaising with the staff team to ensure they are regularly updated. Be a ChurchSuite Champion
- Keep data held on V61 computers and 'cloud' based systems highly confidential and

- protect data from internal and external sources
- To become familiar and the expert with all our various online and e-systems and databases
- Maintain office systems, including data management, internet and filing

### **Health & Safety, Safeguarding and Compliance**

- Support the line manager with Health and Safety requirements, Risk Assessments, fire assessments and safeguarding
- Work with the line manager to ensure all policies are implemented and that the office is compliant in all areas including GDPR

### **Other requirements**

- Be an active member of Vineyard 61 Church
- Participate in general staff and congregational meetings or events as scheduled
- Comply with all Church operating policies and procedures
- Undertake any training or personal development as required
- Any other duties reasonably requested by your line of management

### **EXPERIENCE AND KNOWLEDGE**

- Proven administrative and organisation skills
- Substantial experience in the use of IT systems e.g. Microsoft Office, Google office suite, internet
- Experience using accounting software and databases is desirable, though not essential
- Appropriate level of data protection, security and confidentiality awareness

### **OTHER**

- Positive, “can do” attitude.
- Good attention to detail.
- Financially and numerically competent.
- Ability to work independently and take initiative.
- Flexibility to take on demanding roles as well as more mundane duties.
- High administration skills and ability to make processes and systems more efficient

### **OUR TEAM**

We are a growing team with various pastoral, operational and administrative roles. Our team is adaptable, flexible and relational. This role requires that you will be a key member linking and supporting individual team members and joining weekly staff and prayer meetings.

<https://vineyard61.org/>