



## Part-time Administrator and Communications Lead

City Life Church is a growing, diverse church family, seeking to be led by the Spirit. We are focused on, and passionate about, seeing the transforming power of the Kingdom of God change lives and communities.

**Aim:** to support and facilitate the ministry of City Life Church through administration and communications.

Areas of responsibility will be communications and grant-funding applications alongside general administration. Promotion of the life of the church through digital communication will be a key part of this role.

There is an occupational requirement for the post holder to be a Christian. As a member of the operational team, you will be expected to communicate the Christian values of the church, participate in the worship life of the team and listen to God for guidance within the role. As first point of call for the church, you are representing the church within the role. It is desirable that the post holder becomes part of the City Life Church worshipping community.

**Hours and pay:** 12 hours per week. A wage of £10.42 per hour will be paid for this role. This role is part-time on Wednesdays and Thursdays and part of a job share.

**Safeguarding:** We are committed to safeguarding children and vulnerable adults and the successful applicant will be required to undertake a criminal records disclosure check.

### Job Role

This table shows breakdown of the role between the two postholders

	Administrator 1	Administrator 2: VACANCY
	Office: MONDAY & TUESDAY 9.00-3.30pm	Office: WEDNESDAY & THURSDAY 9.00-3.30pm
ADMIN SUPPORT Shared tasks appear in both columns	Support ministry team with communications and admin	Support ministry team with communications and admin

	<b>Administrator 1</b>	<b>Administrator 2: VACANCY</b>
	Administrative support for applications for grant funding to support ministry of the church	Administrative lead for applications for grant funding to support ministry of the church
	Oversee the co-ordination of practical pastoral support e.g. phone calls, sending cards, organising lifts and meals as required	Oversee the co-ordination of practical pastoral support e.g. phone calls, sending cards, organising lifts and meals as required
	General admin tasks as required eg. sending emails, letters, filing, tidying, photocopying, bins and recycling	General admin tasks as required eg. sending emails, letters, filing, tidying, photocopying, bins and recycling
	To produce quarterly service rotas	
	Co-ordinate action points from Monday staff team gatherings	
	Manage Church Directory and Partners lists	Manage Church Directory and Partners lists
COMMUNICATIONS	Act as first point of contact for those emailing, calling and visiting the church office	Act as first point of contact for those emailing, calling and visiting the church office
	To support the pastoral team in communications including co-ordinating mass mailings	To support the pastoral team in communications including co-ordinating mass mailings
		To facilitate and encourage effective communication across the church including through newsletter, notice boards, emails and social media
		Ensuring the website is kept up to date
		Production of weekly church notices using Mail Chimp
		Communication of events by facilitating the production of publicity
ORGANISATION/SYSTEMS	To co-ordinate the practical organisation of events including setting dates, booking venues, taking bookings, catering.	To co-ordinate the practical organisation of events including setting dates, booking venues, taking bookings, catering.
	To manage the office in an	To manage the office in an

	<b>Administrator 1</b>	<b>Administrator 2: VACANCY</b>
	efficient manner, introducing systems as required	efficient manner, introducing systems as required
	Oversee management of the church diary and practical implications	
	To co-ordinate Sunday rotas	
<b>SITE MANAGEMENT</b>	Oversight of church premises including keeping it tidy, preparations for meetings, co-ordinating cleaning and maintenance activities	Oversight of church premises including keeping it tidy, preparations for meetings, co-ordinating cleaning and maintenance activities
	Kitchen check, tidy after service, lost property (Mondays).	Kitchen check, rubbish, recycling, noticeboards, tidying (Wednesdays/Thursdays)
	To be a trained first aider or to ensure there is a trained first aider within the staff team	To be a trained first aider or to ensure there is a trained first aider within the staff team
	Oversight of site security including management of key holders	
	To oversee ordering of supplies	
	To administer room bookings and invoicing	
<b>COMPLIANCE</b>	Working alongside the Church Secretary to ensure the church is compliant with Data Protection, Health and Safety, fire safety and any other relevant legislation including maintaining policy, providing advice and training, information dissemination, record keeping and regular checks	

### Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of previous administrative and communications experience</li> <li>• First aid training or willing to be first aid trained</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Use of MS office suite.</li> <li>• Working in an office environment</li> <li>• Working in a team</li> <li>• Effective use of digital communications including use of Instagram and Facebook</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of making grant applications</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of the role of the church in the community in which it is set.</li> <li>• Aligned with the Vision and Values of City Life Church</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer literate and confident in the use of MS Office suite.</li> <li>• Team player, yet able to work on your own initiative.</li> <li>• Able to communicate comfortably and effectively with a large variety of people.</li> <li>• Able to be flexible with workload as demands change daily.</li> <li>• Able to use own initiative to identify and prioritise tasks.</li> <li>• Pastoral and relational skills</li> <li>• Able to make judgements based upon Christian values</li> <li>• Able to identify efficient ways of working and implement them</li> <li>• Able to work in both a busy, sometimes distracting office environment and also at times, alone</li> </ul>	<ul style="list-style-type: none"> <li>• Web editing skills</li> <li>• Previous experience of using Mail Chimp</li> </ul>
<b>Characteristics</b>	<ul style="list-style-type: none"> <li>• Committed to Christ and able to actively participate in an environment in which the Christian faith is encouraged and lived</li> <li>• Passionate about the importance</li> </ul>	

	<p>of effective administration and communication to further God's kingdom.</p> <ul style="list-style-type: none"><li>• Decisive yet flexible</li><li>• Friendly</li><li>• Positive attitude</li><li>• Organised</li><li>• Self-aware – able to identify the skills they bring to the team and the weaknesses that need supporting.</li><li>• Servant hearted</li><li>• Able to handle confidential matters appropriately</li></ul>	
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