

City Life Church Administrator/Communications Lead: Job description/sharing of the role

	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
	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 efficient manner, introducing systems as required	To manage the office in an efficient manner, introducing systems as required
	Oversee management of the church diary and practical implications	
	To co-ordinate Sunday rotas	
SITE MANAGEMENT	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	
COMPLIANCE	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	