

Vicar: Rev. Jeremy Follett

Children & Families Pastor: Becki Chafe
Youth & Families Pastor: Ash Chafe

Job Title	Church Administrator
Reports to	Vicar (and PCC)
Role Summary	To facilitate effective running of Christ Church activities
Purpose of Job:	
To maintain and develop effective administration systems in support of the spiritual life and activities of Christ Church	
Key Relationships:	
Responsible to the Vicar (line manager), liaises with staff and wardens, coordinates volunteers	
Main Responsibilities:	
<ol style="list-style-type: none"> 1. In liaison with Communications Co-ordinator to be a focus of communication, keeping up to date details of who is doing what, where and when in Christ Church. 2. To coordinate and maintain church rotas and assist with planning and monitoring church activities. 3. To work with PCC minutes secretary in collating and circulating papers for PCC meetings and the APCM. 4. To order and replenish all office and church supplies. 5. To be the face and voice of the church in responding to external enquiries, including church centre bookings, invoicing and fee collection. 6. To develop and update the church database, including contact lists, church directory, post-holders and selective mailings. 7. To stay informed about legislation relevant to the church and advise when action is required (e.g. health & safety, data protection, disability discrimination). 8. To maintain the church inventory as required by the Diocese and for insurance purposes. 9. When on site, to deal with enquiries and workmen, and provide access and direction as required (e.g. building repairs, skip delivery/collection). 10. To ensure that the plots in the Garden of remembrance are allocated and prepared. 11. To provide administrative support to the Vicar. 12. To undertake other duties as requested to ensure the efficient operation of Christ Church. 	

Terms and Conditions:

- Subject to 3 months probationary period
- 16 hours per week. 9-1 Mon, Tue, Thu, Fri with possible flexible working
- 12 days (90 hours) leave plus statutory days
- Work base: Church Office
- Pension – to conform to Automatic Enrolment