

Job Description: Church Administrator, Manchester Alliance Church

The Position

The Church Administrator will play an essential role assisting the ministers in the efficient running and development of Manchester Alliance church.

The Administrator is often the first contact people have with this Church, so the role requires a cheerful, friendly, well-organised, person. We need someone with initiative, in depth experience of office organization and systems, excellent IT skills and a “can do” attitude, who will thrive working with and contributing to a friendly and supportive team of pastoral staff and volunteers.

You will be expected to review, develop, and implement processes and procedures to ensure smooth, efficient, and effective Church office operations.

Key Responsibilities

Optimising the Church's profile - both inward- and outward-facing

As the first point of contact, you will ensure that all enquiries in person, by phone, by post, or online are dealt with politely and professionally, and are followed up by appropriate action.

- Work with the pastoral team and volunteers, to publicise and update weekly on Church events, news, and services, via email, newsletters, internal and external notice boards, and the Church's website using the Church's database and social media.
- Liaise with key stakeholders, to ensure that the website is kept up to date with appropriate and accurate content.
- Become the key user and administrator of our Church Database, ensuring that it is accurate and updated. Run reports on the data as required.
- Promote and support the use of an online calendar and booking system.
- Encourage, support and guide volunteers.
- Draft and filing of change of charity details, annual accounts, and Trustees' report to Charity Commission.
- Filing of company's directors and annual accounts to Companies House.
- Maintain and update all necessary workplace compliances and Data Protection Policy.

Providing support for the leaders of weekly services and special services throughout the Church's year

- Assist with the production and printing of weekly orders of service or slides as required and service bulletin. Arrange copyright licence applications as required.
- Maintain stock, and purchase consumables required for services and support needs of pastoral team and leaders.
- Where required, assist with rotas for services, church groups and activities.
- Produce notes for sermon series as required and ensure that all sermons are archived and made available on the website.

Premises management and bookings

- Manage Church office assistant, caretaker, cleaners. Maintain general supplies.
- Inform the Church council with any problem with the fabric of the building (such as water ingress, and heating defects). Update them when contractors are on Church premises. Liaise with contractors as needed.
- Review of building service charge
- Obtain quotes for church insurance, electricity supply and waste collection service
- Oversee maintenance of all office equipment and monitor compliance with any maintenance and service contracts held by the parish.
- Maintain records of all key-holders. Issue keys and reclaim them.
- Be responsible for all bookings of Church space and manage arrangements so that space is efficiently utilised. Maintain accurate records of bookings and their requirements. Invoice all event bookings and ensure and record payments.

Financial Management

Working independently, or with volunteers, or in conjunction with the Treasurer, be able to:

- Prepare paperwork for financial transactions and submit it for approval and payment.
- Process invoicing. Process expense claims. Maintain petty cash record. Process cheque payments.
- Prepare monthly and annual budgets and accounts in conjunction with the Treasurer.
- Bank cash collections. Carry out monthly bank and cash reconciliations. Keep all financial transactions and accounts on Excel and/or accounting software.
- Provide additional support as required and directed by the Treasurer.

Scope of job description

This list of responsibilities is not intended to be exhaustive, and is subject to review, in consultation with the Minister-in-Charge.

Salary

Negotiable according to experience

Reports to Minister-in-Charge.

Based at

Manchester Alliance Church, Unit 9 The Quadrangle, Hulme Street, Manchester M1 5GL

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