

## **Sunnyside Church Church and Hall Administrator**

Sunnyside is looking to recruit a new administrator who will run the church office, oversee day-to-day running of our busy hall and support the vicar in her administrative duties. The administrator will be joining a staff team that supports the work of an active church which has a range of activities during the week and a hall which is used by the church and community groups.

This is a part-time role with hours that can be agreed to suit both the successful candidate and the demands of the role. The job is for 20 hours per week for 45 weeks a year and currently pays £14.50 per hour (£13,053 pa). We are happy to consider a job share and some working from home.

### **Person Specification**

- Sympathy for the aims of Sunnyside Church and its vision to serve the community
- Good inter-personal skills to facilitate relationships with church and hall users
- Good organisational skills, ability to balance priorities and manage the work load
- Appropriate IT skills to undertake the administration and communication involved in the role including producing newsletters, updating the website and working with ChurchSuite (our data management and communication system for which training and support is available)
- Willingness to work within the safeguarding policies of Sunnyside and other policies that are connected with the role

This role requires a basic DBS check and online safeguarding training.

### **Job Description**

1. The church and hall administrator shall be responsible to the Vicar for the fulfillment of his/her and the church's administrative duties
2. The church and hall administrator shall be responsible for co-ordinating the use of the hall as a bridge between the church and the community
3. The church and hall administrator's principal duties will be:
  - To support the vicar in her administrative duties
  - To run the church office which will include
    - facilitating our communication by producing our weekly digital newsletter, updating our website and social media feeds
    - using ChurchSuite (our data management and communication system) to maintain our records calendar and communicate with our users
  - To maintain and strengthen links between Sunnyside Church, its parish and its hall users
  - To support teams who help care for the church, the hall and the grounds
  - To oversee the day-to day running of the hall which will include
    - organizing bookings
    - liaising with user groups and lettings

- maintaining a diary of church events and hall bookings
- maintaining the accident log book and other records
- Attend meetings of the staff team (weekly) and other meetings as appropriate, acting as minute secretary where requested
- Liaise with the caretaker over maintenance issues, books and ordering of supplies
- Other appropriate tasks which the Vicar, Churchwardens, staff team or Maintenance Action Group might require from time to time