

**Job Title: Church Administrator**

**Responsible to:**  Operations Manager

**Purpose of Role:** To provide administrative support to the wider work of City Church, with the intention of helping the various ministries of the church to be as effective as possible. To represent the Christian ethos of the church throughout the work activities and in contact with the local community groups and building users.

**Key Responsibilities:**

1. To provide general administrative support to the pastor, Operations Manager and other staff.
2. Help ensure rotas work for Sundays, e.g. setup, coffee, youth and kids’ activities, welcome…
3. Assist in managing the shared diary, including booking meetings.
4. Create and maintain church shared diary (events and holidays)
5. To produce, edit and send out the weekly ezine to church members via Mailchimp.
6. To create church events on Facebook in the City Church group.
7. Assist with paperwork for marriages, copyright for songs, health & safety etc.
8. Help ensure efficient filing & security (backup) systems work
9. Maintain membership list and church contact data
10. Assist with publicity, bookings, finance etc. for special events e.g. Alpha, Thanksgiving, camp, youth events etc.
11. Ensure holiday planner is up to date.
12. To assist in the preparation for the General Data Protection Regulation (GDPR)
13. Manage the stationery, refreshment and cleaning supplies, ensuring that there is always adequate stationery and that costs are controlled.
14. Answering the phone, door, welcoming people, pointing people to the right person etc
15. Expressing a Christian welcome to those requiring assistance, including being able to pray with visitors and members.
16. To fully participate in staff meetings including participating in times of worship, sharing a bible based devotion and prayer.
17. To have a full working knowledge of all areas of City Church, striking a balance between the practical and spiritual aspects of church life.
18. To undertake any other duties as may be required from time to time.
19. To undertake all duties in a way that values others, does not discriminate and promotes equality.

**Person Specification for the post of Church Administrator**

**1. Personal**

* Strong personal relationship with Jesus Christ
* Active church member

**2. Qualifications and work experience**

* A relevant qualification or training in administration
* At least 2 years’ experience and evidence of using Microsoft Office Package including Word, PPT and Excel
* A clear understanding of the use of social media platforms ie Facebook and Twitter

**3. Other**

* To be fully on board with the vision of City Church Belfast

**Job details**

This is a part time position of 8 hours a week, preferably Tuesday & Thursday mornings. It is a 6-month fixed term contract with a possibility of extension after this period. The salary is £3,536 per year. Full time Holiday entitlement is 25 days per year plus the statutory days outlined in the Terms and Conditions. Part time holidays are taken on a Pro Rata basis.

**Application & Interview process**

Please submit a CV and covering letter, explaining how you fulfil the criteria, by **12 noon on the 17th July 2017**

* either by email to [joan@citychurchbelfast.org](mailto:joan@citychurchbelfast.org) or
* by post to City Church Belfast, 12-24 University Avenue, Belfast, BT7 1LR, Northern Ireland.

We require 2 references, one from your most recent employer and one from the church you currently attend (a member of church leadership).

If selected, you will be invited for interview on Tuesday 25th July where you will have a 20-minute interview and an Administrative task to complete. The successful applicant will have to complete an Access NI check before being taking up the role.