

**Church Administrator/PA**

**Location: Altrincham Baptist Church, Hale Road, Altrincham, WA14 2EW**

**Hours: 24 hrs p/w**

**Annual leave: 25 days + 10 Bank holidays pro-rata**

We are pleased to offer this great opportunity to join the staff team at ABC. The successful candidate will be experienced in administration and will enjoy working in a team and playing a crucial role in the effective running of the life and activity of the church.

**Job Purpose**

To provide administrative support to the Core Team, wider team and to the church community, as they fulfil their responsibilities in fulfilling the vision of the church. To enable and support compliance with legal and charitable obligations and to enable the church to function efficiently and effectively on a day-to-day basis. Part of this role will provide personal assistance to the lead minister and as such, discretion and confidentiality are vital attributes for this role.

**Key Responsibilities:**

1. First point of contact with the lead minister for people from both within and outside the church.
2. Diary management and personal assistance support for the lead minister
3. Work closely with the administrative team to ensure effective running of all church activities, taking action, maintaining records and databases, supporting colleagues in a wide variety of administrative tasks
4. Produce documents, mailshots, weekly bulletins, presentations, church service materials and one-off event materials
5. Maintain church website content and social media posts
6. Provide administrative support for key one off events e.g. weddings, funerals
7. Correspondence via email, telephone and postal on behalf of the lead minister and also in relation to other church matters
8. To undertake any other relevant duties which may emerge from time to time.

**Person specification:**

The role requires high levels of organisational competency, sensitivity and confidentiality. Due to the personal nature of the role its effectiveness will develop over time, as greater understanding and insight is gained.

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| **Essential** | **Desirable** |
| Friendly and hospitable manner, demonstrating the welcoming culture of ABC | Experience of working in an administrative or PA role |
| Ability to communicate well with a wide range of people/roles, verbally and in written format | Experience of using Mailchimp (marketing platform). |
| Team player |  |
| Ability to act with discretion and confidentiality at all times. |  |
| Strong organisational, administrative skills and attention to detail. |  |
| Be adept with Email, Microsoft Office Suite including Word, PowerPoint, Publisher, Excel. |  |
| Ability to learn new IT packages e.g. WordPress and Adobe Photoshop, Canva (or similar), ChurchSuite (church online database). |  |
| DBS checked and clear to work with children and vulnerable adults. |  |
| A committed Christian, with a personal and active relationship with Jesus Christ. This is a Genuine Occupational Requirement of the role. |  |

Applications to Sally Hickson (sallyhickson@altrinchambaptist.org) to include:

* Completed application form
* CV

Closing date: Midnight, Monday 3rd May 2022