

**Harborne Baptist Church**  
**Church Office Administrator Job Description**

**Job Context**

Harborne Baptist Church is a growing Baptist church with a passion to connect more effectively with our local community. We are recruiting for the role of Church Office Administrator.

Our Vision has grown from four existing strengths of the Church, and our shared passion to see God at work amongst us over the coming years.

**Our Church Vision is to see Harborne Baptist Church glorify God as we are increasingly:**

- **Going** out in mission
- **Growing** as followers of Jesus
- **Welcoming** all
- **Celebrating** our diversity

**Job Title:**

Church Office Administrator

**Responsible to:**

Church Centre Manager

**Job purpose:**

To supervise and facilitate the administrative operations of the Church in close cooperation with the Church Centre Manager and the Leadership Team.

Our faith is at the centre of all that we do at Harborne Baptist Church, therefore the post holder should have an understanding of and an appreciation for Christian ethos and values, and be in full sympathy with the Church's Vision.

**Job Details**

**1. Office Management and General Administrative Services**

- Oversee the running of the Church office and equipment (including photocopier and computer equipment)
- Order supplies for church ministry including stationery and office supplies
- Manage file storage as needed
- Provide administrative support for Church Members' meetings, including paperwork relating to leadership elections and compiling and distributing the AGM Annual Report
- Administer the online church calendar in coordination with the Centre Manager
- Assist with administrative arrangements for special services (including weddings and funerals)
- Organise and provide administrative support for church events and special projects

## **2. Church Communications**

- Manage all correspondence to the Church (phone calls, letters, emails, website/Facebook messages)
- Administer HBC's ChurchSuite church administration software, including overseeing:
  - o The Church Address list, ensuring that it is accurate, up-to-date and that appropriate GDPR compliant processes are in place
  - o The Church Membership list and Directory
  - o Church rotas, ensuring that they are up-to-date and that reminders are set up
  - o The Newcomers Flow (and other flows as appropriate)
  - o Data Cleansing and resolving email errors
  - o MyChurchSuite and Members' engagement with it
- Maintain off-line communication with those not online
- Coordinate a monthly mailing about upcoming events
- Keep the website and social media up to date with the latest news and events
- Produce and display digital/print advertising for regular activities and special events
- Keep the Church noticeboard and public display areas up to date

## **3. Administrative support for Sunday Services**

- Provide administrative assistance to the Minister as required
- Prepare the weekly schedule for EasyWorship (presentation software)
- Compile, format, photocopy and distribute weekly Welcome Sheets
- Provide administrative assistance to the Junior Church Coordinator as required (including ordering teaching material/supplies and photocopying)
- Coordinate with the Duty Deacon each week to confirm details of rotas and responsibilities

## **4. Other duties as may be required from time to time as agreed with the Church Centre Manager**

**Hours of Work:** 10 hours per week, onsite in the Church Office, usually across two days to include Friday, with some flexibility required.

We encourage applications from women and people from ethnic minority backgrounds. The working pattern can be flexible within certain limits, and we are willing to consider arrangements that take account of child care or other responsibilities, including negotiating reduced hours during school holidays.

**Salary:** £5610 per annum (plus NEST workplace pension scheme provision). This appointment will be a 2-year contract, subject to a 6-month probation period.

**Holiday entitlement:** 56 hours per annum, including bank holidays falling on normal working days.

## Person Specification

Requirement	Essential or desirable	How assessed?*
<b>Experience</b> <ul style="list-style-type: none"> <li>- Experience of working in a church setting</li> <li>- Experience of office-based administration</li> <li>- Experience of working alongside a team of volunteers</li> <li>- Experience of church administration software</li> <li>- Experience of producing agendas and writing minutes</li> </ul>	<b>Desirable</b> <b>Desirable</b> <b>Desirable</b> <b>Desirable</b> <b>Desirable</b>	<b>A, R, I</b> <b>A, R, I</b> <b>A, R, I</b> <b>A, R, I</b> <b>A, R, I</b>
<b>Knowledge, Skills and Competencies</b> <ul style="list-style-type: none"> <li>- Excellent interpersonal communication skills</li> <li>- General office and clerical skills</li> <li>- Fluent in use of Microsoft Office</li> <li>- Fluent and accurate in written and spoken English</li> <li>- Ability to work to deadlines and manage own workload</li> <li>- Excellent organisational skills</li> <li>- Ability to work flexibly</li> <li>- Strong attention to detail and thoroughness</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b>	<b>I, T</b> <b>A, T</b> <b>T</b> <b>A, T</b> <b>R, I</b> <b>R, I</b> <b>R, I</b> <b>R, I, T</b>
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>- In full sympathy with the Vision of Harborne Baptist Church</li> <li>- Proven team worker</li> <li>- Able to build, maintain and strengthen relationships with others</li> <li>- Self-motivated and able to take the initiative</li> <li>- Willingness to undertake relevant training</li> <li>- Able to maintain confidentiality</li> <li>- Ability to manage the unexpected</li> <li>- Enjoy learning and new experiences, open to innovation</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Desirable</b> <b>Desirable</b>	<b>A, I</b> <b>A, R, I</b> <b>R, I</b> <b>R, I</b> <b>R, I</b> <b>R, I</b> <b>R, I</b> <b>R, I</b>

**\*How assessed?      A = Application form      R = Reference**  
**I = Interview                                      T = Test**

Although this post does not require working directly with children or adults at risk, we do require a full DBS check to be completed before appointment.

Closing date for applications: Friday 20<sup>th</sup> October 2023. Interviews will be held on Wednesday 8<sup>th</sup> November 2023, appointment from date in November 2023 to be agreed.

For an application form please email: [centremanager@harbornebaptistchurch.org](mailto:centremanager@harbornebaptistchurch.org) or download a form at [www.harbornebaptistchurch.org](http://www.harbornebaptistchurch.org)

For any questions about the role, please contact Revd Pete Maycock ([minister@harbornebaptistchurch.org](mailto:minister@harbornebaptistchurch.org)).