

## **Job Description: Church Administrative Assistant, Manchester Alliance**

### **The Position**

The Assistant Church Administrator will assist the Ministers and Church Office in the efficient running and development of Manchester Alliance church.

As one of the members of the first contact point of the Church, so the role requires a cheerful, friendly, well-organized 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**

#### **Optimizing the Church's profile - both inward- and outward-facing**

As team member of 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 publicize 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.
- Provide reception to visitors and guests during office time and weekend (shift duty)
- Assist Church Administrator to liaise with key stakeholders, to ensure that the website is kept up to date with appropriate and accurate contents.
- Act as one of the key users 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.

#### **Providing support to the leaders of weekly services, special services, programs, groups and events throughout the Church's year**

- 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.
- Assist the pastoral team and volunteers for organizing and preparing any program, group and events organizing and preparation.
- Help to maintain programs, groups and events records and make it up to date.

## **Premises management and bookings**

- Inform the Church Administrator with any problem with the fabric of the building (such as water ingress, and heating defects). Update it when contractors are on Church premises. Liaise with contractors as needed.
- Assist to manage the 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.
- Assist to manage 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.
- Assist to maintain the office areas and meeting venues in good conditions

### 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 Church Administrator.

### Based at

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

*July 2022*