

Job Description: Church Administrator, Manchester Alliance Church

The Position

The Church Administrator will play an essential role assisting the ministers in the efficient running and development of Manchester Alliance church.

The Administrator is often the first contact people have with this Church, so the role requires a cheerful, friendly, well-organised, 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 running of all Church Programs.

Key Responsibilities

Optimising the Church's profile - both inward- and outward-facing

As the 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 publicise and update weekly on Church events, news, and services, via email, newsletters, bulletin, internal and external notice boards, and the Church’s website using the Church's database and social media.
- Liaise with key stakeholders, to ensure that the website is kept up to date with appropriate and accurate content.
- Become the key user and administrator 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 for the leaders of weekly services and special services throughout the Church's year

- Assist with the production and printing of weekly orders of service or slides as required and service bulletin. Arrange copyright licence applications as required.
- Where required, assist with rotas for services, church groups and activities.
- Produce notes for sermon series as required and ensure that all sermons are archived and made available on the website.

Premises management and bookings

- Be responsible for all bookings of Church space and manage arrangements so that space is efficiently utilised. Maintain accurate records of bookings and their requirements.

Person Specification

Criteria	Essential	Desirable
Skills required	<ul style="list-style-type: none"> • Excellent presentation and communication skills, both verbal and written. • Proficiency in Microsoft Office Tools. • Ability to prioritise, work under pressure and to meet strict deadlines • Proficiency reading and writing in Chinese and English. • Ability to communicate in Cantonese, English and Mandarin. 	<ul style="list-style-type: none"> • Fluent speaking in English and Mandarin. • Ability to use word press or other web authoring packages, or willing to learn. • Ability to use church database packages, or willingness to learn.
Attainment	<ul style="list-style-type: none"> • A good degree in any subject 	
Knowledge	<ul style="list-style-type: none"> • An excellent working knowledge of Microsoft Office products, e.g., Word, PowerPoint, Excel, Teams, and Outlook. 	<ul style="list-style-type: none"> • Ability to utilise social media channels such as Facebook, YouTube, and Instagram
Relevant Experience	<ul style="list-style-type: none"> • Experience in providing programme support within church setting. • Familiar with church events and fellowship setup. 	<ul style="list-style-type: none"> • Experience in working in church administrative office environment. • Experience of taking minutes of meetings in English.
Disposition	<ul style="list-style-type: none"> • Ability to work independently on own initiative and to contribute as part of team. • Willingness and ability to be flexible. • Ability to get on well with a wide variety of people. 	<ul style="list-style-type: none"> • Ability to embrace change and take ownership.

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 Minister-in-Charge.

Based at

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

February 2023