



**Job Title:** **Administrator (Part-time)**  
**12 hours per week (flexible)**

**Lay employee in:** Christchurch Hitchin

**Job Purpose:** To aid the smooth running of the church and its ministries

**Location:** Bedford Road, Hitchin, SG5 1HF

**Responsible to:** Employed by Christchurch and under the supervision of a designated line manager.

**Responsible for:** None

**Key Relationships:** Staff (Presbyter, Deacon, Leader of youth & children's work), Trustees , key volunteers

**Main Responsibilities:**

**1. To provide administrative support to the Staff**

- Provide general office assistance with emails, phone calls, arranging meetings and meeting preparation, assist with preaching plan and oversee diary entries

**2. To provide a range of administrative services to Trustees and Members**

- To collect & integrate all rotas connected with worship services and ensure relevant & accurate rotas are displayed and accessible online
- Update *ChurchSuite* entries to facilitate church life
- Assist Church Secretary, as directed, in collation, preparation and submission of Annual reports and annual returns
- Administrative support for occasional functions, as agreed
- Record hours worked and activities undertaken
- Support archiving or duplication of important records as requested
- Assist with printing and/or duplication as for Weekly as requested
- Additional responsibilities as agreed with the line manager

**3. To assist communication & administration related roles fulfilled by volunteers**

- Check web site, welcome area and noticeboards to ensure relevant & current information is displayed

**4. To provide an administrative point of contact**

- Deal with general enquiries by phone, email or in person

**Terms and conditions:**

- Terms of appointment: Permanent
- The salary will be in line with Methodist guidelines for lay employees and dependent on qualifications
- Normal working pattern is 12 hours per week (flexible, for example 3 x 4 hrs or 4 x 3hrs)
- Work to be undertaken on site (~80%, based in the Christchurch Vestry/Office) or at home.
- Support for some evening meetings may be requested.
- Reasonable expenses will be reimbursed. (Note: there is no expectation that use of a car is needed for this job).
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- Two days free of responsibilities each week.
- 28 days holiday entitlement (to be computed pro-rata to hours worked) including Bank Holidays.
- Appointment will be subject to a satisfactory Disclosure & Barring Service (DBS) check.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a four-month probationary period.
- There will be an annual review with the Line Manager.

**Management:**

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

**Provisions:**

- Access to laptop, printer, screen, desk in vestry.
- Fast and reliable Wifi on church premises.
- Cloud backup, with key files shared..
- Church mobile phone and monthly pay as you go contract.

**Documents provided:**

- Contract
- Policies – grievance, health & safety

Last date modified: 29 May 2019