

## **Moordown Baptist Church, Bournemouth**

### **Person / Role Description for Church Administrator**

<b>Job Title:</b>	Church Administrator
<b>Responsible to:</b>	The Elders
<b>Contract Type:</b>	Two Year Fixed (with the hope of it becoming permanent)
<b>Hours:</b>	Part Time - 15 / Week
<b>Remuneration:</b>	£12.50 per hour (optional employer pension contribution of 4% if matched by an employee contribution of 4%)
<b>Annual Leave:</b>	5.6 weeks on a pro rata basis
<b>Working Pattern:</b>	Ideally 9am-5pm with some flexibility allowed and required. The post holder may be required to work the occasional evening or weekend.
<b>Starting Date:</b>	As soon as is practicable
<b>Eligibility:</b>	It is an occupational requirement for this person to be a practising Christian who is able in good conscience to affirm the church's statement of faith, doctrinal distinctives and charitable objectives as a Christian church, as set out in the church's constitution and church handbook (copies available on request) and the role is only available to candidates who have the right to live and work in the UK.

---

**Purpose of Role:** MBC exists to help people become committed followers of Jesus Christ. The role will aid the church in achieving this purpose by providing administrative support to the Elders and volunteer staff in the day to day running of the church. See below for more details.

**Person Description:** We are looking for someone who:

- Has office / administration experience
- Is competent with administrative / management software
- Has good communication / interpersonal skills
- Is a Christian of good character and reputation
- Agrees with our statement of faith (see MBC website)
- Is able to work on own initiative
- Is able to keep confidentiality

**Role Description:** Key Responsibilities

- **Assisting with Legal Compliance**
  - Policies, Procedures and Assessments
  - Awareness / communication
  - Licences

**(continued):**

## Key Responsibilities

- **Routine Administration**
  - Church Diary
  - Administrative support for the teams
  - Upkeep of Youth & Children's Folders
  - Noticeboards
  - Office Supplies
  - Purchasing
  - Safe Storage of Records (GDPR)
  
- **Administrative Support for Sunday Services**
  - Moordown Matters
  - Comms (via Mailchimp then Churchsuite)
  - Input run-schedules (via ChurchSuite)
  - Pre / post service PowerPoint slides
  
- **Churchsuite**
  - Aid initial launch
  - Roll out to members
  - Day to day use (Calendar, Events, Rotas etc...)
  
- **Event Organising**
  - Weddings / Funerals
  - Outreach Events
  - Training Events (e.g. Safeguarding, First Aid)