



St John's Brooklands
Extending God's welcome to everyone

Administrator: Role Description

Location: Home-based (Remote working)

Hours: 7.5 hours per week, possibly 10.00am – 12.30pm but flexible to suit candidate. This will be reviewed after six-month probationary period.

Days: Monday, Wednesday, Friday but flexible to suit candidate

Salary: £10.90 per hour

We are seeking to appoint someone to undertake general administrative duties, under the line management of the vicar. This is likely to include (but is not restricted to) some or all of the following:

Communications

- Producing weekly paper newsletter (paper and electronic)
- Production of publicity materials
- Updating the website
- Promoting church events on social media

Office support

- Ordering office supplies as required (paper, ink, stationary)
- Providing administrative support for occasional offices
 - Baptisms (e.g. *completing register, writing certificates, anniversary cards*)
 - Weddings (*invoicing fees, anniversary cards*)
 - Funerals (*invoicing funeral directors, record keeping, anniversary cards*)
- Reporting to Church Copyright Licensing Internationals on copies made
- Processing DBS checks supported by Parish Safeguarding Officer
- Day-to-day financial management (*payment of invoices*) supported by Treasurer

Church Services

- Ordering church consumables (candles, wafers, wine)
- Printing orders of service as required
- Distributing service rotas

Buildings

- Ordering supplies for hall and hut (cleaning supplies, toilet supplies, kitchen supplies)
- Manage hall bookings
- Arrange occasional scheduled general maintenance visits

General

- To provide general administrative support to clergy and key lay people, via the vicar.

NOT PART OF DESCRIPTION

These are a rough indication of the frequency of tasks

Weekly

- Producing weekly paper newsletter
- Production of electronic newsletter
- Updating the website
- Promoting church events on social media
- Day-to-day financial management (*payment of invoices*) supported by Treasurer
- Manage hall bookings
- To provide general administrative support to clergy and key lay people, via the vicar.

Monthly

- Reporting to Church Copyright Licensing Internationals on copies made
- Distributing service rotas
- Ordering supplies for hall and hut (cleaning supplies, toilet supplies, kitchen supplies)
- Providing administrative support for occasional offices
 - Baptisms (e.g. *completing register, writing certificates, anniversary cards*)
 - Weddings (*invoicing fees, anniversary cards*)
 - Funerals (*invoicing funeral directors, record keeping, anniversary cards*)

Occasional/when required

- Production of publicity materials
- Ordering office supplies as required (paper, ink, stationary)
- Ordering church consumables
- Processing DBS checks supported by Parish Safeguarding Officer
- Printing orders of service as required
- Arrange occasional scheduled general maintenance visits