



<b>Job title</b>	<b>Church Administrator, Tyndale Baptist Church</b>
<b>Reports to:</b>	Minister
<b>Hours of Work</b>	12 hours per week
<b>Location</b>	Primarily in the church office
<b>Salary</b>	£7932 per annum
<b>Main purpose of job</b>	We are seeking a Church Administrator to oversee the daily activities of the church ensuring a smooth administrative and facility management. The role supports the minister and the church's mission by maintaining effective communication within the church community.
<b>Key tasks</b>	<p><b>Administrative Management:</b> Maintain church records and policies, databases and correspondence, prepare reports for the leadership and Church Meeting.</p> <p><b>Event Coordination:</b> organise church meetings, halls lettings, funerals, weddings, following up with invoicing.</p> <p><b>Communication:</b> manage advertising and general publicity both externally and within the church, including church newsletter, (The Link), website updates, social media, liaising closely with the Minister, church secretaries and caretaker.</p> <p><b>Other administration:</b> carry out any other specific administrative duties for the minister and church secretaries, as required.</p> <p>The employee may be required to undertake other reasonable tasks which is within their competence to meet the needs of the church.</p>

<b>Reporting to...</b>	Minister
<b>Qualifications, skills and experience</b>	<p>Proven administrative or office management experience (preferably in a church or non-profit setting)</p> <p>Proficiency in office software, e.g. Microsoft Office, Google workspace.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to work with discretion, integrity and be in sympathy with the values and Mission of the church.</p>
<b>Confidentiality Clause</b>	<p>The Employee agrees that, during the course of their employment and at all times thereafter, they will not, without the prior written consent of the Employer, disclose to any person, company, or organisation any confidential information belonging to the Employer.</p> <p>The Employee acknowledges that unauthorised disclosure or misuse of confidential information may result in disciplinary action, legal proceedings, and/or termination of employment.</p>
<b>Disclosure and Barring Service (DBS)</b>	This role is subject to a Disclosure and Barring Service (DBS) check, in line with our safeguarding and recruitment policies.
<b>Equal Opportunity Employer</b>	The organisation is committed to promoting equality, diversity, and inclusion. All employees will be treated fairly and without discrimination on the basis of age, disability, gender identity, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.