

## **Job Description**

### **For the position of Administrator at Moortown Baptist Church**

The person holding the office has access to most of the main documents pertaining to life within the church, all GDPR records and policies etc.

They also have access to accounts/ money transactions via or in conjunction with the treasurer.

Therefore, confidentiality is essential in the role as the administrator works with the Leadership Team and Minister to facilitate the main workings of the Church.

Accountability for the working of the role is essential, as it is with any role within the Church.

Prioritising skills will be needed throughout the role.

### **Appointment**

- The title of the role is 'Office based Administrator.'
- Your supervisors/ line managers for the role are the Leadership Team/ HR Deacon.
- Regular meetings will be provided for updates and concerns etc.
- You may be expected to do training for the role, at the expense of the Church, during normal working hours to maintain and enhance your skills.

### **Key Responsibilities.**

- A diary/list of jobs should be routinely kept to show how the time is spent within the various aspects of the role.
- Secretarial duties as needed.
- Administrative support for all events and functions as required.
- Office management.
- Maintenance of church administrative records.
- Managing the use of the building and maintaining a calendar of events.
- Administration of volunteer applications in line with the *Safe to grow* and *Vulnerable adults* policies.
- Managing the admin needed for volunteers and work experience applicants.
- Finance, including control of cash, payment of invoices and purchase of licenses in conjunction with the Treasurer. (It may include weekly banking).
- Ensuring that the building is in order in preparation for services.
- To maintain a list of key holders and those responsible for different groups.
- To weekly report on the CCLI a list of songs used in any occasion within the church. (This to comply to the licence regulations.)

### **Specific functions.**

- To work with the staff and LT to plan and coordinate Church calendars.
- To ensure all events are communicated efficiently and within the correct timing
- To ensure that communications are given to all members as to the weekly service or meetings and events. (*These must be given to the administrator in good time*)
- To organise office inductions, including Health and Safety, for new staff (this is not done often).
- To maintain the members listing records on a regular basis i.e. recording those who are members and the date they came into membership. Whether this was through baptism or transfer of membership from another church. Recording those who have left the membership and when.

- To keep a list of the members details which complies to current GDPR i.e. Members current addresses, telephone numbers, email addresses. Whether they wish to be on the web site or on the directory or not.
- To be the point of contact for members or outsiders via the Church telephone and to check the answer phone regularly and deal with issues arising.
- DBS checks. The administrator keeps a list of all volunteers with their DBS listings. This is checked yearly and administered alongside a deacon.
- Yearly checks for H&S, including First Aid are needed. It will be necessary to seek relevant training agencies and courses as applicable.
- It will be necessary to book yearly checks for the fire alarm system, fire extinguishers etc.

## **Finance**

To process all relevant bills (this is in conjunction with the Treasurer.)

To process monies for members, as needed, by filling in the forms and sending requests to the Treasurer.

Dealing with any cash which comes into the Church e.g. collections, tithes, gifts and recording transactions.

A second person is required, for good practice, when working with cash.

Any banking and expenses issues will be as needed.

## **Addition jobs as needed**

To manage consumables and purchasing i.e. to order all necessary supplies for the use of the Church For toilets. i.e. toilet rolls, hand sanitiser/soaps paper towels etc.

Kitchen essentials e.g. washing up liquid, cloths etc,

To order / buy the consumables for consumption i.e. teas, coffees, flavoured drinks, milk, sugar etc.

This may be in conjunction with the Kitchen staff volunteers or others in the membership for events as necessary.

Delegating to and managing other volunteers working in the building, i.e. liaise with other staff on the management of the building/ furniture/ contents, especially for the Sunday services and other functions held within the premises.

To be aware of any issues pertaining to the fabric/ safety of the building and direct these to the appropriate group or person as needed.

To ensure the internal cleaning staff are booked in weekly and paid. To liaise with their manager.

To ensure that monthly or yearly cleaning needs are booked. e.g deep clean for kitchen. Windows.

To ensure that the staff/ volunteers have access to the necessary areas for cleaning.

To liase with the paid staff who set up rooms weekly for each event needed.

## **Managing the online Communications system**

The Church is currently using the Microsoft Office 365 system. It will therefore be necessary for the administrator to be familiar with this as they will have the administrator rights. Updated training will be given to keep abreast of any changes needed to use the Microsoft Office 365 system. A volunteer expert is available for advice within the church. However, if this changes the LT will seek to get other suitable help as needed.

## **Expected use of the computer system**

The administrator will be expected to use the computer for correspondence i.e. to write letters or send emails to members or outside agencies, including Leeds City Council, YBA, BU etc. as required.

To reply to letters received or re-direct them to the appropriate person.

To make calendars, reports or other documents for the Church as needed.

To write up minutes from meetings as required.

(This may require attendance at certain meetings as requested. If outside office hours, then pay will be reimbursed or time off in lieu will be given.)

To update the Church policies when required.

*This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Minister and the HR Deacon.*

### **Place of work and duration.**

Place of work normally is Moortown Baptist Church.

- Permanent position.

### **Pay and expenses.**

- Salary is 18 hours per week (936 hours per year) at £11.19 per hour. Equates to £10,474 per year.
- Any alteration in pay will be notified to you in writing by the Church.
- Your salary is payable on the 25<sup>th</sup> of the month direct to your bank account.
- You will be refunded for any expenses occurred in the course of your employment with the Church.
- Subject to statutory restrictions the Church may deduct from your pay Income tax and National Insurance.
- Money which you are required to pay in respect of excess holiday taken at the date of any termination of your employment.
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### **Hours of work.**

- Your working hours are 936 hours per annum, which is approx 18 hours weekly. Hours are negotiable but are expected to be greater during term time.
- You will be allowed time of in lieu if you work any over time. This to be agreed with your supervisors.
- A record of time worked should be kept.

### **Holidays and holiday pay.**

The Church's holiday year is from 1st January to 31<sup>st</sup>. December.

Your holiday entitlement is currently five weeks i.e. 30 paid days pro rata (12.5 days) per year in addition to statutory bank holidays.

If the conditions require you to work on a public holiday you will be entitled to take another day's holiday by arrangement with your supervisors.

Holidays will be taken on agreement with your supervisors.

You are encouraged to take all your holiday entitlement within the relevant holiday year. In exceptional circumstances you will be permitted to carry forward five days with the agreement of the supervisors.

You may be required to take holidays within your period of notice.

On the termination of your employment, you are entitled to pay in lieu of outstanding holiday entitlement or be required to pay to the Church any salary received for holidays taken in excess of your actual entitlement.

For these purposes your holiday entitlement in the final holiday year will accrue at a rate of one twelfth of your annual entitlement for each completed month of service. Repayment will normally be made from deduction from any sums payable to you by the Church.

### **Sickness and sick pay.**

If you are absent from work by reason of sickness you must notify your supervisors as soon as is reasonably practical.

You must keep your supervisors regularly informed of the reason for your continual absence.

Immediately following a return to work, after a period of sickness absence not exceeding seven days, you must fill in a self-certification form, which is available from your Doctors surgery or from the Church Administrator's office.

This form will be retained in your employment records.

If your sickness is for longer than seven days including weekends and holidays you must on the eighth day return to your supervisor a doctors statement of absence.

Your salary will be paid in full during the temporary absence due to illness.

Where this persists for more than 13 weeks the Church will usually reduce this salary to half pay for a further 13 weeks. Thereafter the Church has the right to suspend payment of salary and /or terminate employment giving two months' notice.

The qualifying days for statutory sick pay purposes are the normal working days specified or, if not specified, are Sunday to Saturday inclusive.

### **Grievance and disciplinary procedures.**

If you consider that you have any grievance arising out of your employment you should give details to either your supervisors or the HR Deacon. They will then arrange for the grievance to be dealt with by the Church's grievance procedure.

This procedure is not part of your contract of employment and the Church may choose to use another procedure.

You may be accompanied at any meeting related to a grievance by a colleague or a trade union representative.

If you are dissatisfied at any decision to discipline or dismiss you, you should appeal to your supervisors or the HR Deacon who will arrange for your appeal to be dealt with in accordance with either the dismissal or disciplinary procedure, although at the discretion of the Church another procedure may be used.

### **Termination of Employment.**

Unless your employment is terminated for reasons of gross misconduct the notice required to be given to the Church to terminate your contract of employment will be 28 days.

If you wish to end your employment you should give notice in writing to the HR Deacon within 28 days.

### **Pensions.**

The Church will pay contributions into an agreed pension scheme and particulars of the scheme will be made available to you.

### **Statutory maternity/ adoption or parental leave.**

If you become pregnant you may be entitled to statutory maternity or parental leave and pay. If you are adopting child similar rights apply. The Church will help you to obtain advice on these matters.

**Statements of Policy.**

You are required to comply with the Church's Health and Safety, Equal Opportunities, Child Protection and Protection of Vulnerable Adults Policies and other written statements of policy published to you by the Church over time.

**Agreed by**

**The Church Administrator** \_\_\_\_\_ **Dated.** \_\_\_\_\_

**The HR Deacon** \_\_\_\_\_ **Dated.** \_\_\_\_\_