**JOB DESCRIPTION**

**Job Title:** **Part Time Administrator (16 hours per week over 4 days)**

**Lay Employee in the** **Wey Valley Methodist Circuit (36/6)**

**Location: Trinity Methodist Church, Brewery Rd, Woking, GU21 4LH**

**Responsible to:** The Lay Employee will be employed by Trinity Methodist Church, Woking and will be under the supervision of a member of the Leadership Team

**Purpose and Objectives:**

To provide a professional administrative service in support of Trinity Methodist Church, Woking. This post will be key to maintaining organised administrative processes and providing excellent customer service, working with a team of volunteers.

**Main Responsibilities**

* Improve file management and operation of ChurchSuite and provide general administrative assistance, including managing E-mails, phone calls and correspondence and maintaining paper/online records, files and documentation, accurately and efficiently. Keep the Church database constantly updated, changing contact records and producing reports as required
* Manage communications to church members and tenants through ChurchSuite and support volunteers producing weekly newsletters, Christmas and Easter mailings pastoral and TNV mailings. Train volunteers in the use of File management and ChurchSuite as needed. Ensure the website and other social media is kept up to date by volunteers and leadership team.
* Coordinate bookings for events, meetings and gatherings in the bookable spaces, ensuring accurate scheduling, timely confirmations, accurate and timely invoicing and smooth setup. Keeping ChurchSuite up to date to ensure invoicing.
* Liaise with the Volunteer Team that is the first point of contact for visitors to the church during the week and who will assist with manual tasks such as setting up and packing away furniture and equipment for events. Support volunteers in providing a warm welcome and guiding tenants to their particular event space, and by communicating in a friendly and professional manner.
* Ensure levels of various supplies are monitored, placing orders as necessary and ensuring the availability of all necessary materials for daily operations.
* Ensure volunteers are always available to unlock or lock the premises when necessary.
* Support the minister with administration, especially the management of funerals and weddings, working with the pastoral volunteers
* Other duties as agreed

**Management**

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

* Understand the work of the Lay Employee
* Determine priorities for work
* Prepare a personal development plan with the Lay Employee
* Ensure good communication between stakeholder groups
* Monitor and evaluate progress with the Lay Employee on a regular basis
* Act as a sounding board to the Lay Employee

**Terms and Conditions**

* Terms of appointment **:** Permanent/Part-time
* The salary will be £15 per hour
* Normal working pattern **:** 16 hours per week some flexibility will be required
* Opportunity for studies and training**.**
* All reasonable expenses will be reimbursed and some provision for training, by arrangement with Line Manager, as appropriate.
* 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.
* 90 hours annual leave per year, plus 6 public holidays
* Appointment will be subject to a satisfactory Enhanced Disclosure and Debarring service (DBS) disclosure
* Appointment will be subject to a satisfactory completion of three month probationary period