



## ADMINISTRATOR

### JOB DESCRIPTION

**Introduction:**

At Bellie and Speymouth we are looking to better support and equip our various groups and ministries by bringing in a paid administrator. We are looking for someone who is skilled in this area of work, hardworking, and able to bring forward the vision statement of the church: "Reaching Out, Welcoming In."

**Role overview:**

1. To provide a prompt, proactive, and efficient administrative provision for Bellie and Speymouth Parish Church.
2. To provide a quality service with a pastoral and missional focus.
3. To work always to support the work of all church groups, the Kirk Session, and Parish Minister.
4. To undertake the duties listed in the job contract, as well as other reasonable duties as requested by the Parish Minister from time to time.

**Reporting to:** The Minister of Bellie and Speymouth Parish Church

**Interface with:** Church members, visitors, church/hall users, external organisations

**Hours of work:** The employee's normal hours of work will amount to 12 hours per week.

**Salary:** The employee will be paid at the rate of £10 per hour. This equates to a pro rata salary of £19,500.

### **Duties and Responsibilities:**

1. organise and maintain the online church calendar;
2. order and maintain office supplies, equipment and church stationary;
3. organise, de-conflict, and distribute church rotas;
4. pick up, distribute and disseminate all mail and correspondence received;
5. answer the office telephone and email, taking appropriate messages/responding as required;
6. prepare audio-visual material for weekly services;
7. arrange for the provision of orders of service/handouts for weekly worship and other services;
8. manage bookings for the church buildings;
9. keep the notice boards up-to-date;
10. prepare reports as requested;
11. prepare new members' information packs;
12. co-ordinate travel arrangements for visiting speakers or official guests;
13. set up pastoral meetings and other appointments;
14. update the church website and Facebook group;
15. arrange church tours, and if required, cover two hours of 'church open hours' per week;
16. carry out such additional duties as may reasonably be requested from time to time by the Parish minister;