



Cambourne Church is committed to being a Christian community which is open, prayerful and loving, which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made.

A partnership of the Church of England, Baptist Union, United Reformed Church, and Methodist Church

Cambourne Church Administrator Job Description

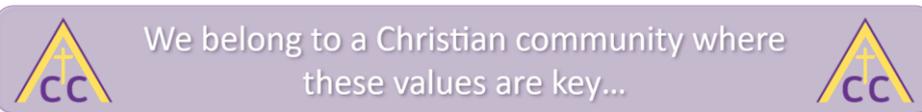
Contract: Permanent, Part-Time

Hours: 10.0 Hours/week

Salary: £14.04/hr, (Annualised £7,301)

Reports to: Cambourne Church Minister

Line Manages: Office Volunteers (as appropriate)



It all starts with the

Gospel

Openness means life-long learning & humility

Service of others makes a difference

Peace & direction flow from *Prayer*



We are called to *Engage* with God's world

We believe that *Love* changes people
& situations

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Job Purpose

Oversee and deliver the practical and strategic administrative requirements of the church, supporting the Minister and Staff Team in varying and appropriate ways.

Accountabilities

Administration

Coordinate the day-to-day administrative functions of the church in an agile and evolving way.
Provide administrative support to the Minister, including diary management.
Provide secretarial support to the Staff Team and Church Council.
Co-ordinate and process all church centre bookings

Record Keeping

Manage and ensure the information database is accurate and up to date.
Complete all appropriate legal reporting for 4 Partnership Churches.
Complete all appropriate records associated with services offered by the church e.g. Weddings, Baptisms & Funerals,

Office Management

Ensure all relevant supplies are available in timely manner for Staff Team use.

Ensure systematic filing is maintained for all church associated paperwork and documentation.

Finance

Ensure accurate financial records are maintained and agreed financial processes followed in liaison with the church treasurer.

Complete all appropriate banking processes for monies received by the church.

Complete routines associated with staff salaries, expenses and invoices for and on behalf of the church.

Communication

Prepare and make available in appropriate ways all relevant internal church communications including routine and adhoc publications, including the website and social media.

Prepare and circulate to agreed teams the appropriate rotas for designated tasks.

Marketing & Social Media

Prepare and promote church and church events using external sources and publications within the local area and beyond as appropriate in order to increase community awareness of the church and its activities and services.

Take responsibility for website management, social media, database administration, and marketing.

Social & Outreach

Support and coordination and organisation of outreach and social events

Measures and Indicators of Success

Administration

Minister and staff team receiving appropriate support in a timely way

Use of building optimised and no clashes of diary

Out of hours phone & warden support

Record Keeping

Database routinely accessible and up to date

Records and reports maintained and shared internally & externally as required

Office Management

Well organised office operating in a smooth way on a day-to-day basis

Finance

Accurate records maintained and financial processes completed to required deadlines

Communication

Church members aware of church activities in a timely way.

Rota members informed of and completing committed tasks in a timely way

Marketing & Social Media

Community channels optimised for church publicity and community using church facilities, social media and other communication tools, as appropriate

Social & Outreach

Organisers of social events receiving appropriate support in a timely way

Person Specification

Essential	Desirable
Sympathetic to the values and purpose of Cambourne Church (GOSPEL Values)	Experience of working in a paid or voluntary capacity for a Church
Ability to handle sensitive information in a discrete and confidential manner.	
Ability to provide a welcoming first point of contact for visitors to the Church Office and be able to signpost, where necessary, to appropriate people and services	
Willingness to exercise judgement within agreed boundaries	
Ability to maintain focus and meet deadlines in a busy office environment, while ensuring attention to detail	
Experience of working in a collaborative team context as well as being able to progress individual areas of work	
Confident in the use of social media, Microsoft Office Applications especially Word, Excel, Outlook and Publisher	Experience of using database software
Experience of using the internet for the purposes of finding information	Experience of managing websites.
Ability to 'triage' incoming email and prioritise appropriately	
Competent to use of a variety of communication channels to disseminate information both internal and external	Experience of using social media to promote information on activities and services
Qualifications: Minimum Grade C in GCSE Maths and English Language	

Key Relationships

Internal	External
Minister, Assistant Minister, Ministry & Staff Teams, Cleaner, Church Officers (Wardens, Council Treasurer)	Town Councillors and Staff, Community Organisations and Local Schools

What you should know about the job

Role Location – Church Office, Cambourne

Working Pattern – Monday, Tuesday, Friday; exact pattern of hours to be agreed

DBS required: Yes

Policy Compliance: Safeguarding, H&S, Equal Opportunities, Staff Handbook and Lone Worker Policy

About the role

The Administrator is a key member of the staff team. This is a demanding and fast paced role that is pivotal to supporting the church staff team and aids the smooth running of the church on a week-to-week basis.

Working as part of a job-share, it would suit a person who is structured and organised in their approach with a keen eye for detail. They will have strong communication skills and enjoy working as part of a team. A key requirement of the role is responsibility for website management, social media, database administration, and marketing. In addition, they will be willing to work flexibly as required to get the job done.

Confident to work independently and adaptable to a changing environment.

This role has the opportunity to connect with all areas of church life and out into the community. It is a face-to-face role on a daily basis.

Part time hours to be worked over 3 mornings: Preferably Tuesday, Friday and one other.

The post holder will work closely with the church leadership and congregation and is expected to be sympathetic to the Christian faith, values, and ethos, and willing to support and uphold the church's mission in all aspects of their work.