

Marehay & Waingroves Methodist Church

Job Advertisement - Administrator

Marehay and Waingroves Methodist Church is a new Church being formed on 1 September 2022. The Managing Trustees require someone to provide administrative and secretarial support.

Responsible to: the Church Stewards

Hours: 12 hours per week – over two days (Thursday and Friday) or three days (Wednesday, Thursday and Friday) plus one (or, occasionally, two) evening meetings each month when required to act as secretary to the Church Council, Leadership Team and Property Committee

Salary: £11 per hour

Working location: the Church Office is located at Waingroves Methodist Church (Waingroves Road, Waingroves, Ripley, Derbyshire, DE5 9TB). Additionally, it will be necessary to meet with church members, contractors, etc. at Marehay Methodist Church (Warmwells Lane, Marehay, Ripley, Derbyshire, DE5 8JE) from time to time.

Length of Contract: Permanent.

Main Responsibilities:

Providing administrative and secretarial support to assist the smooth running of the Church's two buildings and numerous activities -

- **Property** – maintaining and updating records; ensuring checks are completed and risk assessments are reviewed by the appropriate people at the appropriate time; arranging contractors for general maintenance, special projects and annual checks and servicing,
- **Secretariat** – Secretary to the Church Council, Property Committee, Pastoral Care Group and Leadership Team - arranging venues and distributing agendas and associated papers for meetings, attending meetings, producing drafts of minutes and circulating the agreed minutes
- **Social Media** – update of the Church's website and social media channels
- **Finance** – facilitating room hire (both regular group and ad-hoc bookings) including preparation of related invoices in settlement; information gathering for the monthly payroll run and general assistance to the Treasurer (such as cash reconciliation, banking, etc.) as required.
- **Newsletter and Diaries** – maintaining the booking diaries for both sites and compiling, preparing and distributing the monthly Church Newsletter.
- **Resources and AV Material** – preparation of the PowerPoint/Easy Worship deck of slides, words, music recordings, etc. to be displayed at each Sunday service; preparation of other resources as required to support the work of the children's groups, pastoral care and other activities of the Church.
- **General Administration** – a variety of tasks including being the general point of contact for enquiries; Safeguarding: *maintaining records and policies, arranging DBS checks and ensuring training is up to date*; Data Protection: *prepare the annual GDPR return*; Property Schedules; Statistics for Mission; CCLI: *gathering information and completing and submitting the relevant returns*; compilation of rotas; receiving and appropriately distributing information; setting up and maintaining the appropriate contact lists, directories and files on the computer; ordering sundry office supplies and other resources for the Church; assist and support preparation of the quarterly Preaching Plan.

Key Competencies

- Ability to communicate effectively, both in writing and verbally.
- Ability to use Windows-based computers and the Microsoft Office suite of applications (especially Word, Excel and PowerPoint)
- Ability to use email (e.g. Microsoft Outlook) and to manage multiple streams of messages
- Ability to engage with and input to administration websites and systems (such as the CCLI Online Reporting, Methodist Church Online, Basic PAYE Tools, etc.)
- Ability to share information online by engaging with social media, or editing website content
- Ability to relate effectively to a wide spectrum of people
- Self-motivation
- Ability to travel between the two sites

Key Relationships

- The Church Stewards
- The Managing Trustees, Church Officers and Committee Members
- Supporters at both sites
- Premises users – both church based groups and external room hires.
- The ministers and leadership team of the Mid-Derbyshire Methodist Circuit

Application Procedure

Please apply to Mark Ratcliffe for the application pack:

189 Church Street, Waingroves, Ripley Derbyshire, DE5 9TF / waingroveschurch@outlook.com / 07794 688565

Closing date for submission of completed applications – Friday 5 August 2022

Interviews to take place during August 2022

Note: This document and any of the specific clauses detailed will not form part of any subsequent contract of employment.