



CHRIST CENTRAL

Job Description	
Role Title:	Church Administrator (Admin and Lettings)
Paid or voluntary	Paid: part time (21 hours / week)
Working Pattern	Monday to Wednesday preferred but to be discussed
Location/Based:	Christ Central, 3 London Road, Redhill, Surrey RH1 1LY
Reports To:	Head of Staff
Context:	Christ Central operates from its town centre location in Redhill, which incorporates meeting rooms/office space as well as our worship space. This role is one half of a job share covering the Church Administrator function, working alongside a job share partner (Church Administrator, Finance & Lettings) to ensure the Church's administrative, financial and lettings needs are met across the full working week. This role focuses primarily on general administration and room hire (lettings) administration and support. The Administrator will serve as an important and valued member of the Church's staff team. They will often functioning as the initial point of contact and welcome for Church members and the general public, representing the vision and values of the church, and helping identify, signpost and respond to needs and enquiries as they arise.

Church Administrator (Admin and Lettings) Responsibilities	
To help ensure the smooth and effective operation of Church life by supporting internal and external communications, room hire (lettings) management, and Sunday service administration. This role works closely with the Church Administrator (Finance and Lettings) to ensure consistent administrative, lettings and building cover is maintained across the working week, and to support one another during periods of absence where possible.	
General Administration	● Staff the central office as the initial point of enquiry and welcome for the Church on working days, including answering the main telephone line, directing calls, and receiving and responding to emails, postal mail and in-person enquiries and visits ● Order and maintain an appropriate stock of stationery and first aid supplies ● Administer an orderly digital and physical filing system ● Facilitate and encourage effective administration across the staff team ● Provide administrative support to the Head of Staff and Lead Elder as required
Room Hire (Lettings) Administration	● Hold primary responsibility for managing the Church's booking calendar, liaising with external and internal users over their requests to use facilities ● Issue invoices for room hire, ensuring deposit/payment arrangements are in place ● Work with the Church Administrator (Finance and Lettings) to ensure all room bookings across the week are appropriately supported, including those falling outside this role's working days
Membership Administration and Communications	● Administer the use of the 'ChurchSuite' system, including maintaining an accurate, GDPR-compliant database of church members ● Produce and send out a weekly e-newsletter to the Church family ● Ensure Church details on the website are up to date as required
Service Administration	● Provide administration support for the Sunday staff lead and assist with the preparation of Sunday plans as required

	• Produce weekly logistic 'run-sheets' for Sunday Meeting Managers, and follow up any logistical issues noted from post-Sunday evaluation
Safeguarding Administration	• Support the Children's Ministry Lead with the administration of safer recruitment, DBS checks, safeguarding policies and training requirements
Governance	• Assist the Church's Trustees in meeting their statutory duties by providing administrative support in maintaining a suite of effective organisational policies as required
Building and Facilities Coordination	• Ensure the building is appropriately unlocked and locked on working days • Provide suitable support and access for contractors and suppliers visiting the building to carry out work on your working days • Flag any building or facilities issues to the Head of Staff as they arise
Job Share Collaboration	• Hold a weekly handover on TBC with the Church Administrator (Admin and Lettings) to ensure continuity of financial, lettings and building matters across the week • Maintain shared, up-to-date records (e.g. booking calendar, contractor diary) so both postholders can pick up ongoing matters seamlessly
Communication	• Work with the Communications lead to ensure CC members know what is happening and where. (events etc, as relevant) • Communicate opportunities for people to be involved in as needed • Work with the comms lead to ensure the CC website is up to date as appropriate relating to finance and lettings
Reporting	• Regular bi-monthly reporting will be required, providing updates on recent and upcoming activities and progress, and highlighting any concerns or issues as appropriate. Where projects are undertaken, project-specific reporting will also be required. These updates will contribute to reports prepared by the Lead Elder and Head of Staff for the Trustees.
Training	• To continue to undertake agreed relevant training applicable to personal growth and development or as needed for the role
Prayer	• Pray regularly for this area of work and smooth running of the church and its building • Input into wider church prayer meetings as needed • Seek direction from God as to where to be spending time and resources • Raising the profile of praying for the needs of CC, relevant to the role, be this on a Sunday morning, at monthly prayer meetings or other times
Beyond CC	• Build relationships with other churches to encourage / gain expertise and to create collaborations
Staff Team	• Actively participate in the staff team, and as required or directed, supporting wider team activities, projects or events that fall outside the direct scope of this role, reflecting a collaborative and flexible approach to teamwork.

Person Specification			
	Essential	Desirable	Evidenced by
Knowledge & Experience:	Proven experience (2yrs+) working within an administrative context. Possess significant organisational skills sufficient to operate the weekly schedule and tasks of a busy office.	Understanding of Administration requirements within the church/charity sector Have experience working with and coordinating volunteers.	Cover letter, CV, Interview
Technical Proficiency:	Proficient user of IT system. Ability to learn new systems. Strong numerical skills.	Familiar with Microsoft 365, ChurchSuite, ExpensePlus Some financial administration or reconciliation experience	Cover letter, CV, Interview
Communication Skills:	Possess strong interpersonal skills and the ability to communicate effectively with a wide range of people – church members, staff, volunteers, visitors, room-hire users, the vulnerable, young and old - in person, in writing and over the phone, in a disciplined manner and exercising sound judgement. Good and active listener.		Cover letter, Interview
Personal Attributes / Character:	Methodical and detail-orientated. Creative problem solver. Reliable & punctual. Self-starter and with proven ability to manage own priorities. Proven ability to deliver to deadlines and service competing demands. A team player with a 'can-do' attitude. Be experienced in dealing with vulnerable people and maintaining confidentiality.	Thrives within a flexible working pattern Passionate about the vision and values of Christ Central	Cover letter, CV, Interview
Occupational Requirements	As a core member of the church team and as an important part of our staff team with pastoral responsibility, there is an occupational requirement for the postholder to be a practicing Christian who agrees with our statement of faith.	Driving licence	