

Shoreditch Tabernacle Baptist Church

Administration Manager - Job Description

March 2024



Role	Administration Manager
Reports to	Senior Minister & Operations Director
Hours	35 hours per week, including Sundays – <i>other days and times to be agreed.</i>
Salary	£30k-£35k
Holiday	25 days + bank holidays
Date	March 2024

INTRODUCTION

Shoreditch Tabernacle Baptist Church (STBC) has been serving Jesus in this community since 1829. We are seeking to know God's love more and more in our own lives so that we can bring about positive transformation in our community, through the renewing of others' lives in Jesus.

As well as following Jesus' example in all we do, we aim to help enable, equip and support people on their spiritual faith journey and learn to express this love through demonstrating God's love in a range of practical ways. We want to continue to build on our projects, both ministry based and missional.

PURPOSE OF THE ROLE

- This 5-day per week role encompasses a range of responsibilities including administrative and financial organisation, management of staff and volunteers, congregational support, marketing, site coordination, admin for commercial bookings, residential and tenancy management.
- Provide high quality PA support to the Senior Minister to help her organise and action the implementation of the vision, services and pastoral ministry.
- The Admin Manager will supervise the part time admin staff, managing & prioritising day to day admin in conjunction with the Operation Director.
- They will maintain and improve our systems, procedures and processes
- We are looking forward to our new phase of mission and ministry, full of opportunity and full of growth; recognising that we will all need to be flexible and agile as we continue to deal with increased needs and a growing church. We are excited about the future, and are seeking someone who will embrace that future with us with enthusiasm.

MAIN RESPONSIBILITIES

General Admin

- Manage our phone, internet, utility and equipment contracts
- Ensure our policies, procedures, certificates etc. are all up to date
- Keep up to date safeguarding and other legal documents up to date
- Answering the front door, phones and customer email to ensure all enquiries are dealt with in a timely fashion

PA Admin Support

- Provide admin support to the senior minister and delegate tasks where needed
- Manage the senior minister's diary
- Minute meetings and ensure trustee's meetings minutes are signed and up to date
- Send out reminders of upcoming meetings and events

Building Maintenance

- Ensure that all issues relating to the upkeep and maintenance of the Tab Centre, Church and other buildings are dealt with appropriately in conjunction with the operations director
- Ordering of cleaning supplies, bin bags etc. as requested
- Arrange and maintain maintenance contracts and ensure all equipment is maintained in order to preserve warranties
- General maintenance; (e.g. organising locksmith when necessary), organising any necessary repairs at any/all of our properties (including residential)

Budgets and Governance

- Manage weekly & monthly expenses and a petty cash system
- Oversee the day to day spending
- Produce and update monthly budget reports
- Assist in hiring, training and developing staff and volunteers
- Assist the operations director with day to day finance administration such as payments, budget updating/monitoring, liaising with our bookkeepers etc.

Rotas, Attendance and Calendars

- Oversee the Ministry Coordinator and Administrator to ensure the successful delivery of Sunday and midweek services, including volunteer/staff rotas
- Manage the diaries and calendars for the staff team, tab events, projects and the General Church calendar to ensure all projects run smoothly and resolving any clashes
- Ensure attendance in groups is being consistently recorded
- Oversee the transition to Churchsuite

Church Projects and Events

- Help produce and publish marketing materials for upcoming events and services
- Produce certificates for Baptisms
- Liaise with the minister and relevant leaders to organise other events (such as Children & Families Project and occasional conferences).
- Overseeing the process of weddings, including the wedding documents, and liaising with the minister, borough and the betrothed

Venue Hire

- Support the Operations Director in the successful delivery of the venue hire
- Oversee the transition to new hospitality comms platforms
- Be one of the contacts for venue hire enquiries
- Produce and update materials and marketing for the venue

Person Specification - Knowledge Skills and Abilities

Essential	Desirable
At least two years of experience in the same or similar role	A relevant industry qualification
Sunday availability	Experience with Churchsuite
Excellent organisational, IT and written and verbal communications skills	Proficiency with excel and/or databases
Ability to lead staff, volunteers, clients and church members	Pastoral/ministry experience
Ability to work collaboratively and prioritise own workloads	
Eye for detail with an ability to deliver accurate, relevant and timely output	
This is a role in an organisation with a strong Christian ethos and a requirement to help support the running of Christian services including Sunday mornings. Therefore there is an occupational requirement that the post holder is a practising Christian.	

Working requirements:

- Full-time (35 hours a week)
- 25 days of annual leave per annum + statutory bank holidays
- Be an active member of STBC
- Sunday availability is essential
- Evening and weekend flexibility as required

Salary range: £30,000 - £35,000 per annum

Please send a CV and cover letter to info@tabcentre.com

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