



Administrator Job Description

Shoreditch is a vibrant neighbourhood on the border of the City, with a huge creative arts industry and nightlife. But many of our multicultural neighbours are struggling to cope with the cost of living crisis and waiting on asylum claims. Shoreditch Tab Church 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 demonstrate God's love in a range of practical ways. We want to continue to build on our projects, both ministry based and missional. In 2019 our new church building and garden was handed over alongside significant space in the existing Tab Centre, located either side of a new community garden. Our buildings hold ministry and missional activities and generate income to support our running costs.

Our Mission Statement:

"The Spirit of the LORD is upon Me, Because He has anointed Me To preach the good news to the poor; He has sent Me to heal the broken-hearted, To proclaim liberty to the captives and recovery of sight to the blind, To set at liberty those who are oppressed; To proclaim the acceptable year of the LORD." (Luke 4:18-19)

Key objectives:

- Ensure our administrative systems are efficient and effective
- Provide administrative support to the senior minister, operations director, staff and volunteers to maximise the impact of the Church's vision and mission
- To manage and coordinate the day-to-day office activities

Main responsibilities:

General Admin

- Manage the church office including phone, internet, utility and equipment contracts
- Open and sort post
- Arrange payments for invoices and bills
- 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
- Maintain and order supplies as needed, and pick up deliveries at the door

Building Maintenance

- Ensure all Tab Centre and Church signage and notice boards are kept up to date
- 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

Budgets and Governance

- Support a building maintenance schedule with planning for big repairs in conjunction with the operations director
- Manage weekly & monthly expenses and a petty cash system

Rotas, Attendance and Calendars

- Ensure the Master rota is up-to-date
- Arranging and liaising with volunteers as required
- Sending out reminders and getting confirmations for Sunday service
- 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
- Assist the team in its 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

Sunday Services and Church Admin

- Produce the order of service for each Sunday service
- Process contact cards, cash offerings, enquiry forms, prayer requests etc.
- Keep resources up to date and the resource table and back of chair stocked
- Organise a family service once a month with the minister

Assist the Operations Director

- Help the operations director with any admin work as required
- Help the operations director build up operational systems and platforms
- Be the first point of contact for venue hire enquiries

Person Specification:**Essential**

- Excellent IT skill
- Excellent communication skills, both written and verbal
- Ability to liaise with staff, volunteers, clients and church members
- Ability to work collaboratively and prioritise own workloads
- Eye for detail with an ability to deliver accurate, relevant and timely output
- Team player who shares our Christian and workplace values

Desirable

- 2 years previous experience in the same or similar role
- Good understanding of church life
- A relevant industry qualification (or willingness to study towards one)
- Experience with Churchsuite
- Being fluent in Persian (Farsi) is highly desirable but not essential

Working requirements:

- Part-time (21 hours a week) with potential for a permanent position in the future
- 15 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: £22,000 - £26,000 pro rata

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

Discover more about us at www.tabcentre.com