

## BRIDGE CHAPEL, LIVERPOOL

### ADMINISTRATOR

#### ROLE DESCRIPTION

<b>Title:</b>	Administrator
<b>Hours:</b>	Part time 0.3-0.4 FTE (12-15 hrs)
<b>Employed by:</b>	Elders/ Trustees of Bridge Chapel
<b>Responsible to:</b>	Operations Director
<b>Work base:</b>	Bridge Chapel
<b>Salary:</b>	Pro rata, circa £20,000
<b>Role requirement:</b>	The post holder will be a Christian

#### BASIC ASSUMPTIONS:

- Has a growing relationship with Jesus Christ rooted in personal prayer and bible reading, and demonstrated in their character as outlined in I Timothy 3:8-13.
- Is an active and engaged member of the Bridge Chapel congregation, including Sundays and a Growth Group, in line with Hebrews 10:24-25.
- Lives a life of dependence on the Holy Spirit and faith as demonstrated in their prayer life and personal experience.
- Is in wholehearted agreement with the Statement of Faith, and charitable aims of Bridge Chapel, and understands our Doctrinal Distinctives and agrees not to undermine our teaching or practice in these areas.

#### PERSON SPECIFICATION:

- Proficiency with a range of IT skills is essential, including office software, spreadsheets, and cloud/web based services.
- Excellent organisational and communication skills.
- Strong attention to detail.
- A warm, friendly and welcoming personality.
- Understands confidentiality and professionalism.
- Open to training and learning new skills.
- Happy to be part of a team and work independently.

#### MAIN FUNCTION:

The role of the administrator is to be an effective centre for coordination, information, communication and administration in the life of Bridge Chapel and its operations. To be part of the public facing team of Bridge Chapel, dealing with members of the congregation, users of the building and the general public and their inquiries.

#### RESPONSIBILITIES:

##### Administrative Tasks:

- Be responsible for the day to day running of the church office.
- Deal with written/email/telephone enquiries and direct to other persons as necessary.
- Populate and maintain aspects of Church Suite - Data entry, retrieval and database maintenance (input personal data/ church rotas, staff absences etc.)
- Bright HR - to make sure all data is up to date, check absences, print off any reports that are required and oversee the use of the apps.
- DBS - Input data on website and apply for new DBS certificates, check documents for all new DBS certificates. Keep up to date list of those who hold a DBS and check update service as and when necessary. Periodically check and chase up with ministry team leaders to check that all teams who require it have a current DBS.

- Liaise with Bookings Manager regarding diary dates to ensure there is good communication between Sunday and weekday activities.
- Attend weekly staff meetings.
- Undertake any other admin duties that may reasonably be requested eg by line manager and/or any other operations of Bridge Chapel (eg, HBC, Summer Camps, Junior Church, etc.)
- Formatting, preparation, copying and distribution of printed materials as and when appropriate (eg, Growth Group booklets).
- Invite and liaise with schools and put rota together for Easter Journey and Christmas Journey, order any necessary stationary/ resources that are required (eg, books, goodie bags etc).

### **Probationary Period**

The role is subject to the satisfactory completion of a 6 month probationary period.

### **Accountability & Reporting**

The administrator would work closely with the Operations Director, to review planning and progress. They would also be in regular contact with the Pastoral Team. The administrator would be expected to be present and involved at the weekly staff team meetings.

### **Salary**

Salary is payable monthly on the 15<sup>th</sup> and is credited directly to a nominated bank account.

### **Hours**

Ideally, 9-12 Mon-Fri, but with some flexibility

### **Holiday**

11 days

### **Accommodation**

There is no accommodation provided with this post.

### **Pension**

In addition to the stated salary the post-holder will receive a non-contributory pension.

### **Expenses**

Expenses that have been wholly, necessarily and exclusively incurred in connection with this role will be reimbursed when substantiated with receipts.

Mileage costs for use of own vehicle will be paid at 40p per mile.

### **Appointment**

Appointment will be subject to the Statement of Faith and Doctrinal Distinctives as outlined in the Church Handbook and, in addition, satisfactory references and enhanced disclosure [DBS].