



Part-time Administrator and Operations Lead

At City Life Church we believe we have a mission to live wholeheartedly for God and through this see His Kingdom come and God-given potential released in ourselves, others in our communities and beyond. We are focused on, and passionate about, seeing the transforming power of the Kingdom of God change lives and communities.

At City Life Church we use the acronym ARISE to remind us of the things that really matter to us. The five points are: **A**mbitious for the Kingdom; **R**estored Identity; **I**nside out Living; **S**ervants of All; and **E**mpowered by the Spirit.

We want everyone connected to City Life Church to grow in their understanding and experience of these points, believing that as we do, we will increasingly become the people, and the church, that God is calling us to be.

Aim: to support and facilitate the ministry of City Life Church through enabling efficient management of operations and general administration.

There is an occupational requirement for the post holder to be a Christian. As a member of the operational team, you will be expected to communicate the Christian values of the church, participate in the worship life of the team and listen to God for guidance within the role. As first point of call for the church, you are representing the church within the role. It is desirable that the post holder becomes part of a City Life Church worshipping community, but not essential.

Hours and pay: 12 hours per week. A wage of £12.21 per hour will be paid for this role. This role is part-time on Mondays and Tuesdays and part of a job share.

Safeguarding: The safety and wellbeing of everyone at City Life, and especially our children and adults at risk, is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm. We operate a Safer Recruitment Policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children and adults at risk. This helps ensure the safety of everyone who attends our services, events or groups and our adult volunteers/staff who provide for their supervision and care.

Specific areas of responsibility:

General administration

- Produce quarterly Sunday rotas in liaison with the Pastors and other team members
- Co-ordinate action points from Monday staff team gatherings
- Manage Church Directory and Partners lists
- Manage records of staff leave

Site management

- Oversight of church premises including keeping it tidy, preparations for meetings, management of key holders, co-ordinating cleaning and maintenance activities, including arranging external contractors as required.
- To oversee ordering of supplies ensuring this is done as ethically as possible
- Oversee management of the church diary and external bookings including practical implications and invoicing

Compliance and implementation of policies

- Working alongside the Trustees to ensure the church is compliant with Data Protection, Health and Safety, fire safety and any other relevant legislation including:
 - Keeping policy up to date
 - Co-ordinating advice, training and information dissemination
 - Ensuring record keeping and regular checks are carried out (e.g. fire alarm tests, gas appliance checks etc)

Shared responsibility with job share:

- Act as first point of contact for those emailing, calling and visiting the church office
- Support ministry team with communications and general admin as required e.g. sending emails, mass mailings, letters and cards, filing, tidying, photocopying, bins and recycling, co-ordinating meals for pastoral support
- To co-ordinate the practical organisation of events including setting dates, booking venues, taking bookings, catering.
- To manage the office in an efficient manner, introducing systems as required
- Ideally to be a trained first aider (training will be provided)
- As a member of the core team attend and contribute towards the weekly team meetings and monthly prayer and worship meetings.

Person specification

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> Evidence of previous administrative experience | First aid training or willing to be first aid trained |
| Experience | <ul style="list-style-type: none"> Use of MS office suite. Working in an office environment Working in a team Compliance and implementation of policies in a work context | |
| Knowledge and Understanding | <ul style="list-style-type: none"> An understanding of the role of the church in the community in which it is set. Aligned with the Vision and Values of City Life Church | |
| Skills | <ul style="list-style-type: none"> A systems thinker – able to efficiently manage a broad range of church operations Be proactive and forward plan administration tasks in line with the church diary of events Computer literate and confident in the use of MS Office suite. Team player, yet able to work on your own initiative. Able to communicate comfortably and effectively with a large variety of people. Able to be flexible with workload as demands change daily. Able to use own initiative to identify and prioritise tasks. Pastoral and relational skills Able to make judgements based upon Christian values Able to identify efficient ways of working and implement them Able to work in both a busy, sometimes distracting office environment and also at times, alone | <ul style="list-style-type: none"> Previous experience of using Mail Chimp |

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| Characteristics | <ul style="list-style-type: none"> • Committed to Christ and able to actively participate in an environment in which the Christian faith is encouraged and lived • Passionate about the importance of effective administration and operational management to further God's Kingdom. • Decisive yet flexible • Friendly • Positive attitude • Organised • Self-aware – able to identify the skills they bring to the team and the weaknesses that need supporting. • Servant hearted • Able to handle confidential matters appropriately • Joy bringer! | |
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