

## JOB DESCRIPTION

<b>Job Title</b>	<b>Part Time Administrator – Community &amp; Worship Support</b>		
<b>Reports to</b>	The Minister of Rivercourt Church	<b>Location</b>	Rivercourt Methodist Church
<b>Circuit</b>	Chelsea, Hammersmith & Fulham Circuit	<b>Salary</b>	£ To be confirmed

### Job Purpose and Objectives

To provide administrative support to the Minister and Church members in the areas of Community Outreach and Worship.

<b>Responsible to:</b>	The Lay Employee will be employed by the Managing Trustees of Rivercourt Methodist Church and will be line managed by the Minister of Rivercourt Church as appointed from time to time.
<b>Responsible for:</b>	The duties as laid out below.

### Main Responsibilities

- To contact all preachers, worship leaders (from the quarterly preaching plan) to identify requirements for all worship activities and services. Prepare, formatting as necessary, and print Service Sheets and Bible readings in line with Church style. Prepare the play list of hymns /music on the iPad when necessary.
- To manage all notice boards, inside and outside to ensure that notices displayed are appropriate, current and relevant. Liaise with the Church Administrator regarding the printing and distribution of the quarterly Circuit Preaching Plan.
- To develop and manage Social Media platforms, ensuring that content is relevant, appropriate and current. Ensure compliance with GDPR requirements.
- To collate information for the monthly Church Newsletter and liaise with the Editor. Print and distribute to members as per the Distribution list.
- To maintain records of Church members; Pastoral list; & individuals who wish to “Keep in contact” with the Church; and Shareholders in line with GDPR requirements.
- To make and maintain contacts with the Local Authority, its Councillors and officers; also local churches and local organisations that may have interest in the life of the church.
- To research and propose applications for appropriate funding and grants. When approved, to apply for funds and grants and follow through.
- To research opportunities to work in partnership with other organisations to provide activities for the local community. Reach out to local community groups and the voluntary sector to encourage the use of the building and identify areas of common interest.
- To work with Church members to provide outreach on Thursdays and other occasions.
- To work with the Minister and Church members to plan, organise and assist at Church outings and events.
- To support the growth of the church by being proactive and creative in making suggestions and undertaking tasks as required.
- To liaise with the Church Administrator regarding Lettings, overall Church Administration and provide cover and support when the Church Administrator is absent.
- To attend some Church meetings, take minutes and distribute.
- To undertake any other tasks that may be required from time to time that are within the skills and capability of the job holder.

***This Job Description is not intended to be exhaustive and may be amended from time to time as required in accordance with the needs of the organization.***

## Terms and Conditions

- Terms of appointment: Permanent
- The salary/rate of pay will be: A minimum of £14.00 per hr; possibly more dependent upon skills & experience
- Normal working pattern: 9.30am – 1.30pm, Thursday and Friday; but flexibility will be required..
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 28 days annual leave entitlement per year (pro-rata for part-time employees). Paid number of days: 3 per annum. Payment will be made for any Public Holiday that falls on a normal working day.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a one (1) month probationary period, with an interim review after 2 weeks in the post.
- Opportunities for study and for training appropriate to the role.

## Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Prepare a personal development plan with the Lay Employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place at least weekly during the probationary period and monthly thereafter).
- Act as a "sounding board" to the Lay Employee.