

# **Bilton Evangelical Church**

27 Main Street, Bilton, Rugby. Warwickshire. CV22 7NQ  
Telephone (01788) 817326

## **Job Description: Administrator**

### **KEY PURPOSE**

- To be the first point of contact for people communicating with the church.
- To provide key support to the Administration Manager by helping to facilitate their strategy for operations and administration, in line with the church's vision.

### **ORGANISATIONAL RESPONSIBILITIES**

- Reports to Administration Manager, in regard to daily duties.

### **RESPONSIBILITIES TO ADMINISTRATION MANAGER**

- Supporting the Administration Manager with the production of church rotas.
- To support the Administration Manager in implementing BEC's media strategy. EG. Updating the website and social media accounts.
- Support the Administration Manager with admin support for BEC Members Meetings and BEC Leadership Forums, including the minutes. This would require you to work occasional evenings and weekends.

### **GENERAL ADMINISTRATIVE RESPONSIBILITIES**

- Ensure smooth day-to-day running of the admin office in terms of answering the telephone, dealing with face-to-face enquiries and managing the BEC Office email account.
- Ordering of stationary and equipment for the office, church and Woodlands.
- Responsible for handling booking enquiries at any of the church buildings and the minibus.
- Management of Planning Centre and CCLI reporting.
- Maintaining the DBS register.
- Attend Monday morning devotions and team meetings. Minute these meetings and prepare rota for staff devotions.
- To be the first port of call for members of the congregation and the public who may contact or visit the office to discuss pastoral and faith related issues. You will also be involved in conversations and meetings that help shape the values, mission and vision of the church. Therefore, it is expected that you will be a part of the worshipping community and be willing to become a member at BEC if not already.

## **DESIGN RESPONSIBILITIES**

- Responsible for the production of the church weekly newsletter (or equivalent.)
- Responsible for the church's graphic design.
- Edit and upload weekly sermons.
- Design and production of literature for BEC ministries where appropriate.
- Support the administration of church services and special events.