



## Office Manager JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Office Manager
Reports to	Deacon responsible for Administration (Primary) and also to the Minister
Hours of Work	8- 12 hours per week, on 3 days per week. Actual hours to be agreed with the successful applicant

### **Overall Purpose of the Position**

To be responsible for the day to day running of the administrative functions of the Church.

### **Principal Responsibilities**

- To open post, deal with matters arising and disseminate any queries arising from it.
- To deal with visitors and telephone enquiries.
- To take the minutes/notes of meetings as required.
- To type letters, minutes/notes of meetings as required by the leadership team and to circulate them as directed.
- To collate and type the Church Bulletin and update the Church's web-site.
- To administer and manage the church website, Facebook page and Church Suite.
- To keep the Church Diary up to date and to collate all bookings for the church premises.
- To be available to open and close church premises if requested by the leadership team.
- To photocopy, oversee the maintenance of the photocopier machine, order supplies of stationery, cleaning supplies and coffee and tea supplies for the church.
- To liaise with the Church Treasurer with regard to petty cash, to be in receipt of invoices and to make arrangements for the payment of bills.
- To support the Deacon for Facilities, arrange servicing and emergency maintenance for the church property.
- To be bound by confidentiality on all sensitive matters.

- To comply with the Church Safeguarding Policy.
- To complete a First Aid training course.
- To do such other work within the Church in addition to, or instead of, the above tasks as directed by the Deacon Responsible for Administration or by the Minister.

## **Remuneration**

The remuneration is to be agreed, depending on skills and experience. The place of work will be within the Church buildings.

## **Person Specification**

### 1. Experience

- Office/Administration experience

### 2. Skills, Knowledge, Abilities

- Good administration and organisation skills.
- IT skills with a working knowledge of word processing, spreadsheets, and website management.
- Good English language skills.
- Ability to manage own workload and to take initiative as required.
- Have a confident manner in dealing with visitors and telephone enquiries.
- Able to communicate effectively, both orally and in writing, with a wide variety of people.
- Be able to manage sensitive and confidential personal information.

### 3. Personal Qualities

- Ability to work effectively with a small team.
- Discretion and sensitivity.
- Diplomacy and tact.
- Reliability and an ability to prioritise work.
- Self-motivated.
- Flexibility.
- To submit to, and have a satisfactory outcome, from a DBS check.

### 4. Ethos and Values

- To share the Christian beliefs of Broadway Baptist Church and actively support the life and mission of the church.

***If you would like to be considered for this post then please email a copy of your CV along with a covering letter to [office@broadwaybaptist.org.uk](mailto:office@broadwaybaptist.org.uk)***