



Dewsbury
ELIM CHURCH

CHURCH ADMINISTRATOR/ BUILDING MANAGER

Reports To:	The Lead Pastors
Place of Work:	Dewsbury Elim Church
Working Hours:	Part-Time (17.5 hours)
Salary:	£24,389.34 (Pro-Rata)
GOR:	No



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Introduction

Dewsbury Elim Church is a Pentecostal church in the heart of Dewsbury, West Yorkshire. Dewsbury Elim Church is a member of the Elim Pentecostal Church, a movement of over 550 Christian congregations in the UK and Ireland. Elim itself is a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focussed on Christian mission and ministry.

As a local congregation, Dewsbury Elim Church has three core values: Loving God, Loving Our Family and Loving Dewsbury and Beyond. Every element of the church's activities, mission and ministry flows from one or more of these three values.

Job Summary

To provide administrative support to the church, and manage the use of the church premises.

Key Tasks & Responsibilities for the Post

- To provide administrative support to the church.
- To manage the use of the building, including establishing and developing relationships with community groups on behalf of the church.
- To actively promote the availability of the building for hire.
- To attend church business meetings (including monthly Leadership Team meetings and quarterly Church Family Meetings), take minutes and distribute papers to relevant people.
- To coordinate building maintenance tasks.

Communication

- Develop handouts, leaflets, slides and social media updates.
- Manage ChurchSuite.
- Manage the office email inbox and answerphone, and pass on messages.
- Answer the office phone when in the office.
- Collate a record of attendance figures at church services.
- Produce a monthly church newsletter.
 - Approach writers in the church for articles.
 - Manage printing and sending out via email.
- Send church updates as required.

Safeguarding

Undertake the administration of safeguarding arrangements as necessary.

General Tasks

- Coordinate building maintenance tasks.
- Coordinate rotas and volunteers.
- Undertake monthly stock checks of materials and resources.
- Undertake training as necessary.
- Comply with Dewsbury Elim Church policies and procedures.
- Any other tasks as needed.

Health and Safety

In addition to the church's overall responsibility for health and safety, you have a personal responsibility for your own health and safety e.g. following lone working policy, training on use of equipment, food hygiene protocols, Covid-19 hygiene protocols, home working health and safety, time management.

Confidentiality

To maintain confidentiality about conversations.

Additional Information

This role has some requirements of unsocial hours (e.g. monthly Leadership Team meetings which occur in the evening).

This role will be subject to an enhanced DBS check for children & adult workforce.

Occasional travel may be required to fulfil the role.

The Person

	Essential	Desirable
Qualifications	Educated to a minimum of Level 3.	Typing and administration qualifications.
Experience	Previous experience of office working. Demonstrable track record of administration. Experience promoting the use of community buildings. Experience of developing contacts with community groups or equivalent.	Experience of managing a building.
Skills, Knowledge & Abilities	Computer literate, able to use Microsoft Office Suite and cloud storage suites. Able to work unsupervised. Able to work in a team. Able to manage volunteers. Excellent communication skills, including telephone and email manner. Organisational skills. Time management skills. Provide secretariat function.	
Personal Attributes	Honesty and integrity Enthusiastic with a drive to achieve Organised, flexible, innovative and adaptable.	
Other Requirements	Ability to travel when necessary.	A valid UK driving license

How to Apply

If you would like to apply for this position, please submit your CV along with a covering letter to jack@dewsburyelim.org.uk.

Application Deadline: Friday 16th September 2022, 12pm.

Shortlisting: Week commencing 19th September

Interviews: Tuesday 27th September