



Job Description

Job title: Part-time Administrator

Hours: 12 hours per week

Location: St. Clement's Cambridge and working from home

Reporting to: Churchwarden

Hours: It is anticipated that hours will be allocated flexibly according to need, and as the role develops, with much of the work carried out at home.

Pay: £750 per month

Holidays: 7 weeks which includes bank holidays

Overview

The administrator will support the Priest-in-Charge, Churchwardens and Director of Music in the day-to-day administration of the church.

Typical duties

- Monitor emails addressed to the administrator.
- Bookings: be the main point of contact with anyone who wants to book any part of the church for meetings, events, bell ringing, etc.; liaise with them, agree charges and send invoices; arrange for those making bookings to be met and aware of policies to be followed; try to develop this part of the church's business if possible.
- Maintain the main Google calendar for all the activities in the church, adding bookings and other items when advised.
- Pew sheets: create the pew sheet for the main Sunday service each week, based on information supplied.
- Organise printing once a week; help with laminating and putting up posters, and with keeping the notice boards and railings tidy.
- Monitor and maintain supplies for toilets and kitchen.
- Assist with bookkeeping, adding items to accounts spreadsheet and claiming gift aid.
- Implement policy for keyholders, maintaining a register and issuing keys when appropriate.
- Start to build up an online file archive for the church using our Google Drive account.
- In general, time permitting, anything to promote the use and income of the church.