

## Clapham Methodist Church

### Job Description for Church Administrator and Property Support Worker

<b>Job Title:</b>	Church Administrator and Property Support Worker
<b>Location:</b>	Clapham Methodist Church, 121 Clapham High Street, London SW4 7JR
<b>Responsible to:</b>	The Lay Employee will be employed by the Clapham Methodist Church and will be under the supervision of the Minister and the Church Property Manager.
<b>Hours of Work:</b>	<b>10 hours/week</b> as Church Administrator and <b>5 Hours/week</b> as Property Support Worker <b>(Total: 15 Hours/week)</b>

#### Purpose and Objectives:

To support the ministry of the Church by facilitating its day-to-day administrative operations (including matters relating to the Church buildings) working alongside the Minister, the Church Property Manager and other Lay Leaders.

The post-holder will be expected to be a key face and voice of the Church to the wider community, from answering the phone to booking special events and managing the lettings of our buildings, to better enable us to serve our community. This position requires the ability to work in a busy environment, where multi-tasking, sound decision-making, self-motivation and the ability to handle confidential information, are essential. Equally, the post-holder will need confident and proven organisational, financial, communication and interpersonal skills.

#### Main Responsibilities:

##### Administrative

1. Act as first point of contact for all enquiries – whether in person, phone, post or email - ensuring they are dealt with politely, professionally, and followed up by appropriate action.
2. Assist, as required, with the accurate production of weekly orders of service and presentations for worship.
3. Produce and print the Church weekly notices.
4. Assist with keeping the Church website up to date.
5. Deal with statutory documents (including returns) and ensuring that church records are kept up to date (e.g. membership lists and register of baptisms) in accordance with Safeguarding and GDPR requirements.
6. Order supplies for church ministry.
7. Manage the church diary.
8. Work with the Gift Aid co-ordinator and other lay leaders as necessary.
9. Co-ordinate occasional Church mailings, both paper and electronic.

10. Produce and Maintain rotas for worship, e.g. Worship Leaders' Rota.

11. Assist with copyright licence applications and requirements.

### **Property-related**

- Support with regular and ad-hoc lettings, including collecting rent, arranging pick-up and return of keys.
- Maintain accurate records of key holders.
- Facilitate access to the buildings for contractors and utilities.
- Provide administrative support to the Church Property Manager, including record-keeping, communication with contractors and payments.
- Ensure compliance with health and safety legislation for the maintenance of boilers, electrical equipment and fire equipment, e.g. Fire Extinguishers, Alarms and illuminated exits.
- Oversee insurance requirements and act as main point of contact with insurers

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Minster and Church Property Manager.

### **Terms and Conditions**

- Terms of appointment: Permanent
- The salary will be: £31,000 per annum – FTE and **£13,285.71 for 15 hours**.
- Normal working pattern: 15 hours per week, split broadly: 10 hours per week in relation to the general administration of the Church and 5 hours dedicated to property-related matters, but this may be adjusted as required. There will be some flexibility on how the hours are worked and this will be mutually agreed.
- All reasonable expenses will be reimbursed and there will be opportunities 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.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of six months probationary period. During the probationary period, one week's notice of termination of employment will be required on either side and thereafter, one month's notice on either side will be required.
- You will be entitled to 28 days annual leave entitlement per year (pro-rata for part-time Workers and inclusive of bank holidays).