

Role Profile

Role Title: Church Administrator

Location: Blackhall St Columba's Church

Hours: 10 hours a week – Mon-Fri mornings (Daily hours open to discussion)

Salary: £15 per hour

Contract Type: Permanent

Role Purpose

The Church Administrator provides comprehensive administrative support and communications support to ensure the effective day-to-day operation of the Church. Acting as the first point of contact for members of the public, congregation, and external organisations, the postholder plays a key role in supporting worship, governance and the Church's public-facing communications.

Key Responsibilities

1. General Administration

- Act as the **first point of contact** for the Church, responding to enquiries from members of the public, congregation, and external suppliers in person, by phone, and by email.
 - Manage **general office administration**, including filing, printing, photocopying, record-keeping, and office systems.
 - Provide administrative support to the **Minister and Session Clerk**
 - Manage **Hall booking enquires**, assess availability, and administer booking from initial enquiry through to confirmation. (Currently being administered by a Church Elder)
-

2. Media, Communications & Promotion

- Maintain and further develop the **Church website** and **social media channels** (e.g. Facebook, Instagram).
 - Design and produce **promotional, marketing, and publishing materials** for Church activities and events.
-

Person Specification

Essential Skills & Experience

- Excellent **written and verbal communication skills**, with the ability to communicate effectively with a wide range of people and organisations.
- Ability to work **independently and proactively**, with sound judgement on when to seek guidance.

- Strong organisational skills, with the ability to **prioritise and manage competing demands**.
- Demonstrated ability to handle **confidential and sensitive information** with discretion.
- Proficiency in **Microsoft Office 365**, including Word, Excel, PowerPoint, and Outlook.

Desirable

- Experience of **customer-facing administration**.
 - Experience of **website or social media management**.
 - Experience working in a **church, charity, or community organisation**.
-

Values & Behaviours

- Professional, approachable, and welcoming manner.
- Commitment to supporting the mission and values of the Church.
- Collaborative approach while remaining confident working autonomously.
- High level of integrity and reliability.