

SITUATION VACANT
St Mark's Church - Community Centre Administrator

Job Description

- Being the first point of contact for all bookings and enquiries for the centre
- Managing the calendar of bookings of both external events and St Mark's church events
- Liaising with the Treasurer to ensure correct invoicing
- Liaising with all tutors, organisers and hirers, developing good working relationships, responding to all queries, enquiries and complaints
- Overseeing and organising, along with the site team, the regular maintenance of the centre, for example, fire alarm and extinguisher servicing, boiler servicing etc
- Liaising with the cleaning company confirming cleaning arrangements in term time and holiday time
- Overseeing the day to day use of the centre, ensuring its smooth running including liaising with relevant others regarding locking and unlocking, maintenance etc.
- Keeping up to date all relevant policies and procedures – fire regulations, health and safety, safeguarding, GDPR ensuring that groups either have their own up to date policies or adhere to ours etc.
- Handing over relevant information re: regular use of the centre to the editor of What's On in a timely fashion
- Working alongside, and in conjunction with, the church administrator, vicar, churchwardens and Community Centre Committee

Person Specification

- Excellent organisation and administration skills
- Able to communicate clearly and effectively, both verbally and in writing.
- Able to see the bigger picture while paying attention to detail.
- Well-developed computer skills demonstrating ability to use Microsoft Office, email, google workspace etc.
- Basic financial and accounting abilities.
- Understanding of information governance requirements and able to handle confidential information in accordance with those requirements.
- Enthusiastic, resilient, persistent, responsive and flexible.
- Able to work on own initiative, as well as work as part of a team.
- Sympathetic to Christian ethos and able to work within the rules and guidelines of the Church of England.

Other details

- Work from home or on site in the vestry of St Mark's
- 10-12 hours a week initially, to be reviewed after two months
- To be available to work hours on at least three weekdays, preferably four or five
- Annual leave and pay to be agreed

TO APPLY, PLEASE EMAIL YOUR CV WITH A COVERING LETTER AND DETAILS OF 2 REFEREES TO THE
REVD RACHEL ROSBOROUGH, rachelrosborough@hotmail.com
CLOSING DATE – 22nd October 2022