

Bovey Tracey Baptist Church - Church Administrator

Job Description:

Job Title: Church Administrator

Location: Bovey Tracey Baptist Church, Hind Street, Bovey Tracey, Devon TQ13 9HT

Hours: Part-time, 20 hours per week, some flexibility required for occasional evening meetings, opportunity to work from home at times.

Salary: £13.45 per hour (Real living wage) which is reviewed annually. Automatic registration to the Pension Scheme (opt out available).

Reporting to: Lead Minister / Trustees one of which will be nominated as Line Manager to regularly meet and support.

Purpose of the Role

To ensure the efficient and effective administrative operation of the church, support the ministry and leadership teams, and serve as a welcoming first point of contact for the congregation and wider community. The postholder will handle the organisational and statutory requirements of the church, allowing the pastoral team to focus on their ministry.

Key Responsibilities

1. Office Management & General Administration

- Serve as the primary contact person for all enquiries (phone, email, in-person), responding professionally and signposting pastoral needs to the relevant minister or team member.
- Manage the church diary, coordinating the annual calendar of events, meetings, and special services (i.e. Baptisms, Weddings, and Funerals).
- Maintain accurate church records and databases (e.g., membership lists, registers), ensuring compliance with GDPR regulations.
- Oversee office supplies, equipment maintenance, and general office procedures.
- Support and line manage the church cleaner.
- Provide administrative support including preparing agendas, taking minutes, and distributing paperwork.
- Maintain and update with the Trustees, relevant church policies

2. Communications & Publications

- Production and distribution of church publications.

- Produce and maintain a Church Annual Plan to include services, meetings and other events.
- Maintain record of Members and regular attendees and maintain GDPR compliance.
- Manage church correspondence and mailings, both paper and electronic.
- With contributions from others, keep the church website, online calendar, social media channels updated with current information and events. Upload audio recording / weekly sermons.
- Contact and book visiting speakers / preachers as required and liaise with them on matters relating to their visit.
- Manage copyright licence applications and reporting requirements (e.g., CCLI).
- Ensure compliance with Charity Commission regulations around updating Trustee information.
- Collect data and complete annual returns to the Baptist Union; Charity Commission and SWBA liaising with others, as required i.e. Treasurer, Accountant and Verifier of Accounts.

3. Financial Administration Support

- Provide administrative support to the Treasurer.
- Assist with accounts payable and receivables, cash handling, banking, and petty cash management.
- Support the Gift Aid claim process.

4. Premises & Lettings Management

- Manage the booking and letting of church buildings and halls, including contracts, invoicing, and rent / fee arrangements.
- Liaise with contractors and utilities providers, facilitating access to buildings as needed, including arranging annual testing and servicing of equipment and systems.
- Regular in-house testing of smoke detectors and fire alarm system
- Communicate with the facilities team/Trustees regarding maintenance and health and safety concerns, ensuring compliance with relevant legislation.

5. Safeguarding & Compliance

- Establish and maintain accurate records pertaining to training for Safeguarding, Health & Safety, and Data Protection and other training i.e. food hygiene, first aid etc. to ensure safety compliance.
- Administer the DBS check process for staff and volunteers, liaising with the relevant Baptist Union body and act as a DBS Verifier.

Person Specification (Essential & Desirable)

- **Skills:** Excellent organisational and administrative skills with strong attention to detail; competent IT skills (Microsoft Office, email, databases, social media); able to produce professional standard fliers / posters / information and create content for editing and updating the church website and for social media posts; strong written and verbal communication skills; ability to work independently and flexibly and to prioritise workload; self-motivated and adaptable; discrete and able to handle confidential information.
- **Experience:** Proven experience in an administrative role; experience of working autonomously an advantage.
- **Attributes:** A positive, confident, and welcoming manner; sympathetic to the Christian mission and ethos of the church; a person of integrity and reliability. (See note below)
- **Qualifications:** No specific qualifications are essential, but a good standard of education (e.g., GCSE English/Maths) is required.

Note: There is a Genuine Occupational Requirement (GOR) under the Equality Act 2010 for the post holder to be a committed, practising Christian, fully committed to the ethos and vision of the church.