

# Job Description

## Church Office Manager

### *Overview:*

Wokingham Baptist Church is seeking a Church Office Manager. This is a key role in the ministry of the Church and provides support to the Staff Team and also the Church Secretary and Church Treasurer, releasing their time for other aspects of ministry.

The role will suit an individual who can work independently and show initiative within a supportive team environment.

There may be some flexibility in how the role works in practice. In particular, we would welcome applications from individuals who are interested in a job-share. We would also be open to restructuring the responsibilities to suit the gifts of particular applicants, provided that overall we could ensure that all aspects of the role would be covered.

The role includes responsibilities in these broad areas:

- (a) You are the main point of initial contact for both the church family and the wider community
- (b) You provide administrative support to the Staff Team, Church Secretary and Church Treasurer
- (c) You provide general office administration to ensure regular activities of the church run smoothly
- (d) You ensure operational management of church activities including compliance with relevant regulations and developing procedures to do this
- (e) You gather and facilitate sub-groups to deliver special projects

The overall requirement is five mornings a week (Monday to Friday) totalling 20 hrs per week which are the Church Office opening hours (currently remotely due to COVID). Flexible working can be accommodated as required and agreed in advance. The annualised salary would be c. £12,000. Should a job-share arise this amount would be varied to reflect the relevant allocation of responsibilities and hours.

If you wish to discuss the role further or you wish to submit an application (including your CV), please contact [Secretary@wokinghambaptist.org.uk](mailto:Secretary@wokinghambaptist.org.uk).

### *General:*

- As the first point of contact with many people from both inside and outside of the church family, you will need excellent people skills and be able to reflect our core values
- You will be a member of the Staff Team and attend Staff Team meetings so you will need to maintain confidentiality at all times and act accordingly

### *Operations Management:*

- You will support the Church Secretary and Church Treasurer by ensuring effective and efficient processes for administration of the church
- You will have responsibility for key support areas, including improving and updating processes or systems as necessary and ensuring compliance with relevant regulatory requirements and best practice:
  - Support services (IT, HR, Safeguarding)
  - Policies and procedures including insurance, Safeguarding, Copyright Licensing, Data Protection, building inspections and similar matters and/or contracts

- Risk assessments
- Church records (membership lists, confidentiality agreements) etc
- Other church databases and files, documents and records, which may contain personal information, in compliance with WBC's Data Protection policy ensuring appropriate storage of confidential information and data privacy
- Liaison and Communication responsibilities (both within and beyond the team)
- You will provide day to day management of cleaning contractors and liaise with caretaking team
- You will gather and facilitate sub-groups, which could be in areas such as HR, administration, finance, communication, management etc or for special projects. Specific tasks would include:
  - Gathering members according to the skills, knowledge and experience, along with spirituality and character
  - Arranging and facilitating meetings
  - Ensuring actions are noted and followed up
  - Provide regular updates for the Church Secretary on progress and any areas of concern
- You will support the Church Secretary in managing sabbaticals and sudden periods of absence

#### ***Administration of regular church activities:***

- You will staff the office including answering the phone and dealing with any visitors to the building
- You will manage the effective running of regular Church activities including:
  - Co-ordinate volunteers when required
  - Liaise with the Staff Team and Church Secretary about programmes and weekly activities
  - Liaise with volunteer Coordinators such as PA & Media, Catering
  - Prepare, produce and distribute rotas and church lists
  - Take bookings for the premises and process invoices
  - Produce weekly news updates and other regular publications
  - On behalf of the Leadership Team book visiting speakers for services as required
  - Ad-hoc tasks as required for the effective running of the Church office including monitoring social media and dealing with any straight forward queries
- Church meetings:
  - You will distribute agendas and other papers for Church Members' Meetings
  - You will attend Church Members' Meetings, produce and distribute minutes

#### ***Character and competencies of the individual:***

- In support of, and in alignment with, the values and aims of Wokingham Baptist Church
- Gifted in administration, numerate and literate, with previous experience of working in a managerial or administrative role where good inter-personal skills are essential
- Good communicator in a variety of situations, including face-to-face, on the telephone and in writing
- Able to judge priorities in a multi-task, multi-staff environment
- Able to work under instructions and on own initiative
- Adept with information technology, in particular Microsoft Office Suite applications

#### ***Support:***

- You will be part of a growing, supportive Staff Team at Wokingham Baptist Church
- The Line Manager for this role is the Church Secretary
- You will be supported to engage with relevant training and development opportunities
- We are willing to support some flexible working