

# Administrator

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## Job Description

Christ Church Loughborough is looking for a temporary (9 months) administrator to cover maternity leave, providing efficient and friendly administrative support for the ongoing work of the church.

You'll do this by being administratively helpful, responding to needs as they arise and replying to emails. Other responsibilities may include:

- Communications – Overseeing calendars on our church management system, managing social media correspondence.
- Meetings – Editing and uploading weekly sermons and teaching meetings, preparing slides and songs, managing the centralised rota system for all meetings, reporting song use online, preparing and printing handouts (including Beaumanor folders).
- Event organisation – Support for events such as Summer on Sidings, Summer in the Borough, managing social media events.
- Providing any extra administration support to the pastoral staff.

**Application:** Please email [info@christchurchlboro.org](mailto:info@christchurchlboro.org) with your CV and attach a covering letter detailing why you are interested in applying. Please apply by **9.00am, 17 February 2020**. Interviews will take place the following week.

**Location:** 2 Meadow Lane, Loughborough

**Reporting to:** Nick Pollock

**Hours:** 7.5 hours per week to be worked on weekdays, exact working patterns negotiable, but must be in the office on Monday mornings.

**Salary:** In range £16,000-£20,000 per annum pro rata, dependent on experience.

Skills and Experience	Essential/Desirable
Wholehearted agreement with our <a href="#">Statement of Faith</a> . As the foundation for all we do, our Christian faith is a uniting factor among volunteers and staff.	<b>E</b>
Member of Christ Church Loughborough of good standing, fully conversant and in agreement with our constitution.	<b>D</b>
Willingness to learn and submit to leaders	<b>E</b>
Well-organised, with sound administration skills	<b>E</b>
Experience of working in office administration	<b>D</b>
Trustworthy and discreet	<b>E</b>
Good interpersonal skills, able to liaise with church leaders and members	<b>E</b>
Good communication skills	<b>E</b>
Competent in use of ICT	<b>E</b>
Able to work as part of a team	<b>E</b>

