

## JOB DETAILS

Job Title: Church Admin Assistant  
Reports To: Director of Operations  
Location: Cloverleaf House, Leeds  
Rate: Volunteer (Expenses Paid)  
Working hrs: 0900-1200 \*

### Summary:

- Work closely with the Director of Operations and Pastoral team to ensure that all work items are progressing as planned
- Facilitate communication to the C3 congregation
  - By preparing, collating and printing all church literature including all leaflets and publications for the welcome desk
  - Updating new contacts/database and sending out 'Weekly Word' every Monday
  - Emailing visitors a welcome email
  - Emailing fellowship leaders with weekly instructions from Leadership team
  - Updating the weekly and monthly attendance graph figures
  - Answering calls, responding to emails, dealing with post and day-to-day enquiries as they arise
- Carry out the administration of regular as well as one-off church events e.g. leadership meetings, C3 events, etc.
  - Responsible for recording and distributing all associated meeting agendas and minutes
  - Schedule the publicity campaigns of all events
  - Working closely with the events team leader and taking on tasks as delegated by the Director of Operations
  - Ensure that events are promoted to the relevant groups using relevant databases
  - Preparing literature, planning programmes, etc
  - Taking bookings and ensuring that payments are received
  - Confirming volunteers to assist with these events
- Undertake administrative support for all church activities
  - Oversee administration of baptisms, weddings, etc with certificates, relevant classes, etc
  - Dealing with day-to-day activities as they arise
  - Maintain supply inventories
- Observe standards of Christian welcome, witness and service in meeting the needs of the congregation and other users of the church facilities
- This will be a highly visible role and it will be expected that the incumbent will work with discretionary confidentiality and gain support on all initiatives through interaction with the Directors and Leadership teams

### Key Challenges:

- Developing processes and structures for effective administration of the Church
- Maintaining professionalism in ensuring maintenance of these structures and processes
- Prioritization and allocation of limited resources behind initiatives to support a broad matrix of functions within the organisation

### Key Attributes for Success:

- Commitment to excellence in a results-oriented environment
- Strong interpersonal skills/ability to engage a broad audience
- Strong analytical skills
- Ability to set and deliver challenging targets
- Self-motivated and highly flexible

- Excellent team working and networking skills
- Excellent organisational skills
- Strong budgeting and planning skills

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\* Any amount of days acceptable