



Church Administrator – St Michael & All Saints', Edinburgh

Role: Administrator (part time 6-10 hours per week)

Location: Hybrid working, mostly from home, some at St Michael & All Saints' Church, 28 Brougham St, Edinburgh, EH3 9JH

Reports to: The Rector

Purpose of Role

The Church Administrator will provide administrative support to the Rector and Vestry, enabling the smooth running of financial, administrative and publicity processes.

The Administrator's role will co-exist with that of the Treasurer and the Secretary.

Key Responsibilities (*the below list is intended as a guide, and should not be seen as exhaustive*)

- Paying and filing invoices
 - Invoices are received from a range of suppliers, sometimes to be paid directly, or for church members to be reimbursed for their own church-related purchases
 - Invoices are stored digitally, for record-keeping purposes and presenting at year-end accounts review, as appropriate
- Monthly book-keeping
 - All income and expenditure transactions are logged and categorised. The Treasurer uses this information to produce quarterly and annual reports, in addition to generating analysis on giving and expenditure trends
- Document management: e.g. contracts, records, insurance certificates
 - Centralised record keeping and ensuring that documents are updated/renewed as appropriate.
- Diary coordination, liaising with Rector, Bookings Manager, Events committee
- Compilation of notices
- Minute taking at Vestry meetings (these occur at church every 6 weeks or thereabouts)
- Maintain church roll
 - A confidential list of active congregation members is maintained centrally, including contact details and other pertinent information
- Support production of pew sheet: e.g.: maintain service details database, proof reading
 - Weekly pew sheet contains changeable details from each service, such as readings, propers, year's mind lists. Details stored on a central database (Google Sheets). Scope to expand this database to include hymns and choir items.
- Respond to general church enquiries, via website, Facebook or email
- Create leaflets and posters, and/or graphics for website/Facebook
 - Publicity material is used for events, congregational updates and information booklets such as church details, giving and similar

Person Specification

Essential

- Experience in Administration roles
- Empathy for and understanding of the work of the Church
- Book-keeping or accounting experience
- Strong working knowledge of Microsoft Office applications, especially Microsoft Excel
- Excellent verbal and written communication skills
- Organised and able to work on own initiative, independently and collaboratively

Desirable

- Working knowledge of GDPR and associated regulations
- Familiarity with Google Sheets
- Publicity or content production experience
- Skills using Facebook for Business and/or WordPress