**A black and white logo of a church

AI-generated content may be incorrect.**

Leith and Restalrig Church

Scottish Charity No. SC012680

**Remit for post of Administrator**

The Employee shall carry out the following duties pertaining to this post:

* Act as the first point of contact (whether that be by phone, email, mail or in person) and redirect such contact to other members as appropriate.
* Stamp and post any mail being sent out from the office.
* Order stamps and other office supplies as and when required.
* Format, type and send/print Orders of Service, Church magazine, rotas and other documents as required.
* If members of the congregation require to have photocopying done, the Administrator undertakes this task, collects the appropriate fee and passes on accrued monies to the Treasurer.
* Type and send weekly Church news email to all members of the congregation, as well as any ad-hoc intimations as required.
* Maintain online hall letting system. Refer any unusual requests to the Minister, Session Clerk or Depute Session Clerk for prior approval.
* Maintain and update the master rota and all individual rotas.
* Set the heating for hall hires at LARCH Leith Walk.
* Enter data into the accounting software as required
* Arrange the visits of trades people and let them into the building or arrange access via the property team. This would cover all buildings.
* Pass on information on weddings, funerals and baptisms to the Ministers as required.
* Liaise with the Roll Keeper about any changes which occur to the Congregational Roll.
* File paper documentation as appropriate.
* Send details of the hymns used each week to CCLI.
* Carry out such additional duties as may reasonably be requested from time to time.

The Employee shall:

* Be aware of, and act in accordance with, GDPR Regulations and the church’s own GDPR Policy.
* Be aware of, and adhere to, Church of Scotland Safeguarding Policies & Guidelines.
* Be expected to work at least one day a week (most likely a Monday) at LARCH Leith Walk.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Knowledge | Demonstrate high levels of IT proficiency, including Office 365 and database use  Good standard of education |  |
| Skills and abilities | Excellent communication skills, both written and oral  Able to communicate effectively with a wide range of agencies and individuals  Able to prioritise a varied workload, meeting deadlines  Able to work as  part of a team and independently, using your own initiative  Able to demonstrate strong attention to detail and to maintain accurate records |  |
| Experience | Proven work experience in an independent setting.  Experience of developing,  updating and maintaining  effective office systems and  administrative processes  Experience of acting as the first point of contact for a range of individuals and agencies  Experience of handling confidential and  sensitive conversations,  sometimes with people  who are in distress | Experience of working in a church office setting  Experience of updating  websites and social media  platforms. |
| Other | Commitment to equality &  diversity and anti-discriminatory  and inclusive practice  Act with integrity and respect when working with all individuals and agencies |  |