***St Luke’s Church, Lodge Moor***

***Blackbrook Road, Lodge Moor, Sheffield S10 4LQ***

*Registered Charity No. 1136795*

**JOB DESCRIPTION for JOINT CHURCH ADMINISTRATOR**

**Main areas: Safeguarding, Youth and Children’s Work support, Publicity and Communications**

The following description outlines both the responsibilities and duties particular to the specific role but also those shared by both administrators. It is expected that there will be liaison and collaboration between the two as appropriate.

**Key Responsibilities:**

* To provide administrative support to the Vicar, church staff (in particular the Youth Worker and Children and Families Development Worker), officials (in particular the Safeguarding Officer) and those performing duties in connection with any church group or activity.
* To direct, support and encourage administration volunteers.
* To provide a welcoming and efficient point of contact to visitors and church members, including those making contact by telephone or other means.
* To work with and support the various church groups and personnel responsible for regulatory, legal, denominational and commercial requirements, and the Church’s policies and procedures, seeking input from specialist role holders when and where necessary.
* To maintain centralised record keeping for safeguarding, statistical, personnel and management purposes, in accordance with statutory and ecclesiastical requirements.
* To contribute to the development and encourage the use of new systems and procedures (including IT), for handling information relevant to church activities.
* To help ensure good communication with church members and the local community, where appropriate, through the use of notices, website, social media etc.
* To ensure good communication channels are maintained with local affiliations and partnerships e.g. our Mission Partnership churches (St Columba’s and The Beacon at Stephen Hill), and our denominational partners.
* Assisting and supporting in preparation of services etc by digital media

**Reporting Structure:** The job holder is line managed by the Vicar/Minister or H.R. personnel and is accountable through them to the Trustees.

**Safeguarding:** The job is subject to St Luke’s Safe Recruitment Procedure, including a basic DBS check. However, this will be subject to review by the Safeguarding Officer should the nature and/or extent of the involvement with children, young people under the age of 18, or vulnerable adults or the current criteria for DBS checking, change. An enhanced DBS check may then be required.

**Working Hours**: 15 hours per week.

**Working Pattern:** As agreed with the Vicar/Minister or Trustees. Some flexibility may be needed.

**Description of Duties:**

To assist the Safeguarding Officer in such tasks as:

* The implementation of the Safe Recruitment procedure including verifying DBS applications, seeking references etc.
* Maintaining records and securely archiving
* Setting up and monitoring of group folder/registers and ensuring their security
* Ensuring necessary information and paperwork is supplied to those running activities/events for under 18’s and vulnerable adults
* Notification of training needs and ensuring training is completed and renewed
* Managing DBS renewals
* Monitoring the church’s social media, website and other outlets to ensure compliance with safeguarding requirements
* Keeping noticeboard and website up to date with safeguarding information

To assist the Youth Worker and Children and Families Worker in such tasks as:

* Publicising events
* Communications with parents.
* Preparing and distributing rotas
* Other administrative tasks as required e.g. for special events

Other duties include such tasks as:

* Keeping the church’s website and social media sites up to date
* Controlling internal and external noticeboards and ensuring they are tidy and up to date
* Preparing the weekly notice sheet and distributing by e-mail and printing paper copies
* Preparing the ‘rolling notices’ using Power Point for Sunday Services, and any necessary paperwork
* Designing and distributing publicity, flyers, ‘Welcome Booklet’, ‘Get Connected’ cards etc.
* Setting out the Church Magazine
* Preparing and distributing church rotas
* Dealing with incoming/outgoing post, e-mails and telephone calls
* Welcoming visitors to the premises
* Photocopying and scanning
* Preparing paperwork for various Church meetings
* Keep the Shared Calendar up to date with information such as holidays, special events, reminders etc.
* To attend meetings and undergo relevant training, as required

**Limits of Responsibility (if any):**

1. Purchasing: To be agreed with Treasurer.
2. Personnel: No supervisory responsibilities.