

Oakham Baptist Church

Job Specification – Systems Administrator & Trustee Support

Job Title	Systems Administrator & Trustee Support
Reports To	Trustees
Expected Hours	16-20 hours a week (<i>spread flexibly over 4 weekdays</i>)
Salary Range	£20k-£24k per annum (<i>pro rata, in-line with experience</i>)

Job Purpose

We have a vacancy for a highly motivated, dynamic and effective administrator, to support the Minister and Trustees of Oakham Baptist Church in the day-to-day organisation and administration of Church Life.

This role is pivotal to the effective and efficient running of a Church going through an exciting period of growth and development.

Job Specification

We are looking for an experienced and capable administrator with excellent people skills to fulfil a key role in support of the Leadership Team/Trustees of the Church. Responsibilities will include:

- a) Administration and management of our Church Management System, ChurchSuite, to ensure:
 - i. Our Church Membership database is maintained
 - ii. Our calendar is kept up-to-date
 - iii. Booking enquires – both internal and external – are managed and responded to
 - iv. Events are booked on the system
 - v. Team Leaders manage their rotas effectively through the system
 - vi. For all of the above, to ensure that relevant stakeholders are consulted appropriately to seek approval and sign-off, as required.
- b) To arrange access to Church building for all bookings and co-ordinate volunteers to ensure the smooth running of the buildings use.
- c) To provide key weekly support to the Communications Team, gathering input and producing regular newsletters and other communication with the membership.
- d) To establish and maintain excellent working relationships with internal and external stakeholders, including the Minister, Leadership Team, Children's Worker, volunteers and external agencies or users of the building you may come into contact with.
- e) Carry out any other duty that reasonably falls within the general nature and level of responsibility of the role, potentially including:
 - i. Support with preparation of the annual church plan
 - ii. Supporting the administration behind our safeguarding processes
 - iii. Helping to organise and coordinate rotas and volunteers for our Sunday services and other events.

Melton Road, Oakham, Rutland, LE15 6AY

T: 01572 724 990 E: secretary@oakhambaptist.org.uk W: www.oakhambaptist.org.uk

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Person Profile

Essential

- ✓ You will be **computer literate**, with a good grasp of Microsoft Office Suite and be willing and able to learn, use and guide others on use of other systems, including ChurchSuite.
- ✓ You will have experience in a previous **supporting, administrative role** and be used to regularly using different computer/software systems.
- ✓ You will have **excellent interpersonal and communication skills** and the ability to build and maintain effective working relationships as part of a team, both internally and externally.
- ✓ You will be able to work in an environment that demands **sensitivity and discretion**.
- ✓ It is a necessary requirement of the role that you have a **Christian Faith**, and be happy to be in meetings involving prayer and discussions around faith and spirituality.

Desirable

- A more in-depth understanding of IT & Systems, with the ability to provide support to our technical teams, in the areas of software/programme updates and computer trouble-shooting.
- Experience of proactively engaging with, supporting and managing volunteers.
- Confident telephone manner, with experience and ability communicating with a wide range of people.
- Whilst it would be helpful for the role, attendance at Oakham Baptist Church is not essential. There may however be occasions where attendance on a particular Sunday is useful for the role.

Notes

- The role will be based from the Oakham Baptist Church building in the centre of Oakham
- The role will be subject to a three-month probationary period and thereafter, quarterly appraisals
- Access to a pension scheme is available, following successful completion of the three-month probationary period.

How to Apply

If you would like to apply for the role, we'd be delighted to hear from you!

Please do send a copy of your CV, together with a covering letter outlining why you think you'd be a good candidate for the role, through to: secretary@oakhambaptist.org.uk, no later than Friday 24th November 2017. We'll then be back in touch to let you know if you've been selected for interview.

Interviews are likely to take place during the first week in December 2017.

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