

Job Description

Church Administrator/Receptionist: Wallacewell Church

Hours of work: 12 hours per week, flexible working subject to mutual agreement

Rate of Pay: £13.45 per hour, in accordance with the Real Living Wage

Place of Work: Wallacewell Church, Northgate Road, Glasgow, G21 3QT

Holidays: 25 days per year, pro rata

Key Purpose of Role:

- Providing administrative support for church and community activities
- Managing building hire and event administration
- Co-ordinating relationships with partner organisations
- Co-ordinating facility maintenance

Key Tasks

1. Reception Duties:

- answering telephone, relaying messages, provide information to callers
- welcoming individuals entering the premises and dealing with enquiries
- sorting mail and receiving deliveries
- Issuing Trussel Trust Food Bank vouchers

2. Facility Maintenance:

- Managing supplies and co-ordinating maintenance of equipment
- Liaising with church cleaner
- Maintaining the reception area and community notice board

3. Building Hire and Event Administration:

- Dealing with enquiries regarding hall lets
- Completing hall let paperwork
- Emailing monthly invoices to all hall 'lettees'

4. Financial Administration:

- Receiving and recording all petty cash payments
- Emailing monthly petty cash statement to Treasurer
- Depositing hall let income in church bank account
- Liaising with church Treasurer with respect to all income and expenditure payments

5. Communication:

- Liaising with the Core Team and Leadership Forum of Wallacewell Church
- Regularly updating the church website
- Maintaining and updating all social media for Wallacewell Church
- Promoting and advertising community groups on the premises as appropriate

In addition to these specific tasks, the administrator is expected, within the scope of a part-time position, to function as an integral part of the Wallacewell team. This may mean supporting hall let users, i.e. making sure that facilities are ready for use, or helping to support volunteers who serve within various groups and activities within the church. The administrator is expected to play a part

in developing and supporting positive relationships between the church leadership team, the congregation, the local community and hall users as appropriate.

Key Skills:

- Excellent administrative and organisational skills
- Efficient time and task management skills
- Pastoral sensitivity and the ability to form positive working relationships with a wide range of people
- Self-starter, able to exercise initiative
- Excellent written and oral communication skills
- Ability to handle money responsibly and to keep accurate financial records
- Flexibility with respect to working arrangements