

*Chantabury*



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# *OFFICE ADMINISTRATOR*

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*Full Time*

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**JOB DESCRIPTION**

# *OUTLINE OF THE POST*

The vision for this role is to facilitate the daily administration of the church office with organisational excellence, and to allow the church to grow into the realisation of 2033.

This post will report to the Head of Operations and plays a central role in delivering all key administrative functions across the church.

For '2033', please see: [chanctonbury.org.uk/vision](https://chanctonbury.org.uk/vision)

# *KEY RESPONSIBILITIES*

- To open and close the church office, ensuring it is setup for staff team and visitors to thrive.
- To answer the church office phone and assist with enquiries as needed.
- To create and deliver the communications of the church via email, social media, mail drops and with simple website updates, consistent with the vision and values of the church.
- To work closely with the design team in the creation of artwork for distribution.
- To manage the church calendar and booking system.
- To assist with the daily management of budgets.
- To assume the role of Data Protection Officer and be willing to undertake the appropriate training to have proficient understanding in this area where necessary.
- To overhaul and oversee the filing of computer and paper records.
- To create reports as and when needed for the senior team.
- To facilitate the completion of rotas and assist with voluntary team management as needed.
- To manage purchases for the office and facilitate the receiving of deliveries.
- To work with our tech team in ensuring office IT equipment is operational at all times.
- To assist the Events Coordinator providing support as needed around key event times, including but not limited to practical support and communications delivery.
- To assist the Head of Operations with all other administrative tasks as needed.

# *KEY ATTRIBUTES*

- A person committed to Jesus and with an evident relationship with Jesus.
- A person who is spiritually and emotionally mature.
- A person who can demonstrate their commitment to and alignment with the vision for '2033', which God has called Chanctonbury Church to.
- A person who readily presents themselves with a gift of administration (1 Cor 12:28).
- A self-starting solution-oriented person who thrives in getting the job done; and done to the highest standard.
- A person who is a good listener and communicator and able to relay that in both their written and spoken word, reflecting the vision God has called Chanctonbury Church to.
- A person who is proficient at multi-tasking and prioritising to reach deadlines in a timely manner.
- A person able to deal with matters that are confidential in an appropriate way.
- A person who is flexible to respond to the needs of a church in pursuit of revival.

## MINIMUM EXPERIENCE REQUIRED

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- Excellent computer skills including the use of word processing, spreadsheets and a keen ability to learn new softwares and database management platforms.
- An excellent grasp of written English, including grammar and spelling.
- Demonstrable track record of administration with excellence.
- Experience of ChurchSuite would be an advantage.

## SALARY AND HOURS

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- This role is full time (37.5 hours) and pays £20,000 per annum.
- This role is based in the church office from Monday to Friday, 9am - 5.30pm.

## CONTACT

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**Closing Date For Applications:** 1 November 2020

**Applications To:**

Andrew White, Head of Operations  
andrew.white@chanctonbury.org.uk

Chanctonbury

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