



Communications and Administration Lead

JOB DESCRIPTION

Scope: Full Time

Hours: 5 days a week (35 hours/week)

Pay: £29,000

Reports to: Operations Manager

Job Purpose

This key role working under the direction of the Operations Manager is to lead the administrative and communication functions of the Church Office, providing a broad spectrum of secretarial/administrative support for Guildford Baptist Church (including the Staff Team) and being the “first point of contact” for members, the public and external agencies.

Key Responsibilities

Responsibilities include, but are not limited to the following:

1. To handle the day-to-day organisational and statutory administrative requirements of the church in such a way that the church functions safely, legally and efficiently.
2. Be a key point of contact for those inside and outside the church who wish to interact with the church and in doing so seeking to promote God’s work in a way that is Christ-centred, prayerfully supported, servant-hearted and pastorally sensitive.
3. Oversee the effective and careful use of various forms of communication to enhance the presence and profile of the church, its activities and ministries. Work with staff and volunteers in producing material for the church and in producing regular communications.
4. Understand and articulate the vision of the church and Staff Team values (see below) in both written and visual forms. Ensure visual consistency in all communications. Facilitate the effective use of communications within the church community relating to all areas and ages.
5. Develop and manage the church website with input from other members of the staff team, regularly ensuring that all aspects of the website are accurate and up to date.
6. Oversee the Social Media pages, e.g. Facebook, Instagram, ensuring suitable material is posted on a regular basis, as well as using new forms of social media to increase visibility of the church profile across these platforms.

Examples of routine tasks include, but are not limited to:

Communication & Publicity

- Weekly preparation of Church bulletin and bi-monthly magazine
- Maintain and develop the Church Website
- Assist with design & production of publicity material
- Word processing of letters and emails to members and others
- Answer phone calls as required and deal with enquiries from the public
- Maintain communication with World Partners by email

Administration

- Provide admin support to various church ministries & courses e.g. Bereavement Course
- Manage photocopier / printer, maintaining stocks of cartridges, stationery, paper and office supplies.
- Maintain the copyright database of songs used.
- Maintain a diary of church activities reviewed at a termly Planning meeting.
- Maintain the contact details for Members and Regular worshippers & New contacts.
- Maintain rotas for various ministries – tea/coffee, stewarding, welcome team, communion servers etc.

Person Specification

- A committed Member of Guildford Baptist Church or willing to become a member.
- Has excellent communication skills, is proficient in English both verbal and written.
- Proficient all round IT skills, experienced in Microsoft Office and other creative design packages such as Canva.
- Has experience of working across a wide range of digital channels, including social Media and video.
- Website experience, and a working knowledge of using Wordpress.
- Has a broad range of good administrative abilities and is able to undertake administrative tasks, such as rota coordination, whilst efficiently managing a varied workload.
- Ability to work independently, manage workloads, and meet deadlines.
- Excellent organisational skills and attention to detail.
- High level of confidentiality and integrity.
- Is approachable and has strong interpersonal skills, communicates well in a range of settings and able to listen effectively to others.
- Consistently able to cultivate and sustain good public relations with the public, Church community, staff team members, volunteers and church leadership.
- Knowledge of ChurchSuite or other contact database system
- It is an Occupational Requirement for the post holder to be a practising Christian.

Guildford Baptist Church staff values

- **Professional**
We seek to maintain the best possible standards in terms of working practice; punctuality, honesty, efficiency, transparency.
- **Personal**
We seek to bring the personal touch to our work, so that our professionalism is not cold or clinical, but warm and generous.
- **Prayerful**
We seek to bring our work to God in prayer, rather than simply sorting things out on our own.
- **Patient**
We seek to be forbearing of one another, recognising that in any team and in any church community there will be different styles and personalities.
- **Passionate**
Above all, we seek to be passionate, wholehearted followers of Christ.

(This job description is current at the date of issue. As and when the work of the church develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.)



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INFORMATION ABOUT THE ROLE

Working Hours

- The role is for 35 hours/week, and an appropriate working pattern will need to be agreed with the applicant.
- As a significant part of the role is customer facing, the job is mostly to be performed at Millmead.
- Flexibility will be required to suit the demands of the role which may include some evening and weekend working.
- Where working hours are required outside of the normal pattern then time off in lieu will be granted.

Holidays

- You will be entitled to five weeks' holiday with pay per annum (plus statutory public holidays).

Contract

- Permanent, on completion of a successful 6 months probationary period.

Pension/Life Insurance

- In addition to your remuneration, we will contribute 8% of your pensionable salary towards a defined contribution pension scheme for you, subject to you making a 2% individual contribution.
- You will be provided with death in service cover for up to 4 times salary.

Contractual Notice Period

- After successfully completing your probation, the notice period will be 3 months' notice from both parties.