



**Job:** Office Administrator

**Responsible to:** Operations Manager

### **Background**

We are an evangelical church made up of all ages, stages, and backgrounds, we are part of the HTB network, serving in the Diocese of Swansea and Brecon. We are committed to playing our part in the evangelism of the nation, revitalisation of the church and transformation of society. As the diocesan resource church, we have a specific call to plant new churches and revitalise existing congregations. We have a huge heart of welcome and together we are on a mission to love God, love one another and love our community and city. We desire that Jesus is at the centre of every area of our lives, shaping our relationships, families, workplace, and community, as we seek to bring hope in the East Side of Swansea and beyond.

### **Key Objectives**

The office administrator is a key person in the life of the administration of the church. They are the first point of contact for the church and ensures that work for, and conducted in the name of St Thomas Church is of a high standard. They will be expected to prioritise all communications, to organise the church diary, communication, and paperwork. The office administrator is to have the ability to handle a varied and changing workload within an office environment where no two days are the same. They will be a skilled organiser and communicator who is comfortable with dealing with a diverse range of people, including clergy, laity, and members of the community. They will need absolute discretion in dealing with confidential, personal information and be able to work in a pastorally sensitive way.

### **Key areas of responsibility**

- Use own initiative in responding to telephone enquiries – providing information, using judgement in directing calls and ensuring that appropriate information is brought to the Operations Managers attention.
- Take a proactive approach towards managing the diary and schedule
- Organise and maintain filing systems
- Prepare rotas and maintain records using Church Suite
- Ensure that necessary paperwork is available in advance of meetings and engagements
- Oversee the use of the photocopier and arrange for repairs and servicing
- Prepare PowerPoint presentations, orders of service and other resources required
- Welcome visitors to the church and ensure that they are dealt with in a polite and courteous manner
- Assist where necessary in the making and serving of refreshments to visitors
- Ensure the appropriate administration of rooms booking and building hire in consultation with the operations manager.
- Updating the church website as and when requested

- Other general support to the St Thomas Swansea Team as needed
- As a key member of the team you will attend regular meetings (including prayer meetings) with ministry, staff and volunteer teams
- Attend meetings, special services and social events, as agreed with the Operations Manager
- Ensure that sensitive information is stored in a suitable, confidential manner and that all confidential matters are respected
- Other duties broadly in line with these from time to time, as instructed by the Operations Manager and the vicar
- Undertake training, as required
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### **Person Specification**

- Experience of working in an administrative capacity in an office environment
- Excellent communications skills (verbal and written), including good telephone skills
- Proficient IT skills including strong knowledge of Microsoft Office (particularly Word and Outlook) and ability to use databases to search and record work
- Total discretion in handling confidential material
- Good interpersonal skills, with the ability to deal tactfully and sympathetically with the laity and clergy
- Ability to work on own initiative and develop new systems
- Knowledge of the structures of the Church of Wales (or willingness to learn)
- Sympathy with the aims and values of the Church of Wales
- Fun, collaborative and sociable with a good sense of humour
- Strong interpersonal and organisational skills
- Be flexible and innovative, able to adapt to changing circumstances and to develop new ways of working
- An open heart and a 'can do' attitude
- Shows awareness and respect for different viewpoints, remains gracious under challenge, and always remains constructive.
- A willingness to work with St Thomas Swansea values

### **Working requirements**

- Part time, permanent role (20 hours per week)
- 28 days annual leave (pro rata)
- Attend St Thomas Swansea
- Attend weekly staff meetings
- Evening and weekend flexibility as required

**Salary range:** £10.90 per/hour

**Closing date:** Thursday 6<sup>th</sup> July 2023

**Interview date:** TBC