

Church Administrator

Location: Springfield Hall, Tottenham

Hours: 2.5 days per week / 20 Hours per week (Part-Time)

ABOUT US

We are a vibrant evangelical church in Tottenham, committed to serving our congregation and the local community. We are looking for a dedicated and organised part-time Administrator to support the church's day-to-day operations and help maintain a welcoming, efficient environment.

KEY RESPONSIBILITIES

- Respond to phone calls, emails, and postal correspondence.
- Manage the church calendar, including booking rooms and coordinating events.
- Maintain accurate records and files, including membership databases (iKnow Church).
- Managing the booking and management of people and resources for dedications, weddings, and other life event services.

COMMUNICATION

- Prepare and distribute weekly newsletters, bulletins, and notices.
- Update the church website and social media platforms with current information.
- Liaise with staff, volunteers, and external organisations.

FINANCIAL SUPPORT

- Assist with basic finance tasks (handling purchase requests) and verifying information.

The People's Christian Fellowship exists to SPREAD the gospel through SERVING our community and STRENGTHENING the body of Christ



- Manage petty cash and support the finance team with record-keeping.

EVENT COORDINATION

- Support the organisation of church events, ensuring logistics are in place.
- Coordinate with volunteers to facilitate smooth operations.

GENERAL SUPPORT

- Ensure the office area is well-maintained and stocked with necessary supplies.
- Assist with other administrative duties as needed.
- Preparation and filing of policies, documents and other material

WHAT WE ARE LOOKING FOR

ESSENTIAL

- Excellent organisational and time-management skills.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Tools (Word, Excel, Outlook, Teams) and basic IT systems.
- A friendly and professional attitude with a heart for serving others.

DESIRABLE

- Experience in a similar role, ideally in a church or non-profit setting.
- Familiarity with website and social media management.
- Knowledge of financial administration.
- Knowledge of SharePoint, OneDrive and other Microsoft 365 tools.

The People's Christian Fellowship exists to SPREAD the gospel through SERVING our community and STRENGTHENING the body of Christ



Additional Information

The successful candidate will be expected to work in alignment with the church's values and mission. A genuine understanding of and commitment to the Christian faith is essential.

You will be subject to a DBS check as part of this job role and any other safeguarding checks as part of the application process.

APPLICATION PROCESS

To apply, please submit your CV and a cover letter explaining why you are suited to this role to recruit@tpcf.org.uk. The deadline for applications is 31/01/2024. This deadline may close earlier should a suitable application be received.