

Ruxley Church – Administrator

Job Description

To provide administrative support in relation to the management of Ruxley Church & Community Centre, reporting to the Anglican and Methodist Ministers at Ruxley Church.

Duties and Responsibilities

1. Ensure the church office is open during working hours:

Currently (excluding holidays)

Tuesdays 8.30am - 5.00pm, Wednesdays and Fridays 8.30am - 12.30pm (the exact days and times for the 15 hours could be negotiated if necessary)

- A. Deal with day-to-day enquiries to the church office (e.g. via telephone, email, letter or face to face etc.)
- B. Be a friendly face for the church to those who visit the church and office
- C. Where appropriate inform the ministers of relevant pastoral issues
- D. Be a point of contact for requests to the Clergy and Lay teams for baptisms, funerals weddings and/or banns readings, ensuring records are kept up to date and arranging payments
- E. Liaise with Website, Facebook and Newsletter Co-ordinators on relevant updates/inputs
- F. Keep *A Church Near You* and *Find a Church* details up to date
- G. Assist with ad hoc photocopying/laminating
- H. Ensure that the photocopier is working and call engineer as needed

2. Maintain the hall hiring system for the Halls and Church Rooms in collaboration with the Treasurer

- A. Respond to enquiries regarding hall rentals and liaise with existing hirers
- B. Compile weekly hall hiring schedule in conjunction with the Leadership Team and distribute
- C. Arrange access for hirers with the unlocking / locking team and churchwardens
- D. Liaise with Hall Management Team on hiring issues such as Licence agreements, Health & Safety, Safeguarding, Risk Assessments and Hire Charges
- E. Negotiate hire rentals and oversee payments in collaboration with the Treasurer
- F. Check figures and reconcile monthly hall hiring transaction sheet, following up late or incorrect payments
- G. Maintain an appropriate key management system
- H. Ensure that the hall divider panels are put out when required and the premises are ready for the activities for each day

- 3. Coordinate Building Management Work with Premises Team taking account of hall occupancy and hirer contracts**
 - A. Keep noticeboards up to date in collaboration with the Leadership Team
 - B. Liaise with the Leadership Team and Premises Coordinator regarding building maintenance works
 - C. Liaise with Cleaner regarding ordering, delivery, and payment of cleaning supplies
 - D. Maintain and order office supplies as required
 - E. Liaise with the appointed officer to ensure that the defibrillator status is kept up to date
 - F. Receive lost property and return to individuals where possible
 - G. Keep a fault log of any problems with the building and alert the Premises Team
 - H. Arrange regular maintenance contracts in collaboration with the Premises Team
 - I. Fill in annual waste contract for the Borough of Epsom & Ewell
- 4. Work well with and liaise with others (including the Clergy Team, the Leadership Team, the Premises Team, the Comms Team and the Cleaner)**
 - A. Complete other tasks as needed in collaboration with the Minister and Vicar

Ruxley Church
(Ruxley Methodist / St Francis of Assisi)
Ruxley Lane, West Ewell, Epsom, Surrey KT19 0JG
Telephone: 07950 52604 E-mail: recruitment@ruxley-church-org.uk