

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
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