

Marchmont St Giles' Parish Church Centre
Job Specification as of December 2017
Centre Administrator

The Administrator is part of a team comprising; the Minister, Café Manager, Church Treasurer, Church Caretaker, Family worker, Facilities Management Committee and Volunteers from the Church. The post is under the direct supervision of the Minister.

Principal duties

1. Centre Users

- a. Be responsible for meeting, greeting and ensuring that Church Centre users and tenants have an efficient and welcoming experience
- b. Have primary responsibility for responding to enquiries, the efficient operation of the booking system and ensuring that contract documents are in place for all bookings
- c. Maintain an efficient calendar of bookings
- d. Have primary responsibility for ensuring that users are properly inducted into the health and safety requirements for use of the building and observe the terms of their lease/contracts with Marchmont St Giles'
- e. Be responsible for routine correspondence and communication with users
- f. Contribute to promoting use of the Church Centre

2. Accounting – Working in conjunction with the Treasurer:

- a. Ensure that invoices and receipts are created and issued for bookings, where required, and entered into the accounting system
- b. Check invoices received, enter them into the system and pass to the Treasurer for payment
- c. Assist the Treasurer with periodic reconciliation of entries in the accounting system and of the accounting and booking systems
- d. Maintain the petty cash system
- e. Manage and enter into the records all donations made to the centre relating to use of the venue.
- f. Chase outstanding payments, in consultation with the Treasurer

3. Staff

- a. Attend staff meetings, as required
- b. Provide the Treasurer/payroll officer with schedules of hours worked for salary purposes
- c. Maintain a list of holiday dates for all staff, and note holidays taken
- d. Arrange appropriate staff (and volunteer) training

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4. Communication

- a. In conjunction with the Communications Team, ensure that the website contains up to date information and respond to enquiries received through the website
- b. Maintain, update and publish brochures and leaflets relating to the life of the Church Centre as agreed with the Facilities Management Committee
- c. Keep oversight of notice boards and signage, to ensure they conform to agreed standards

5. Property

- a. Manage budgets for small repairs and consumables from petty cash
- b. Liaise with the designated person responsible for health and safety in relation to matters arising in the centre
- c. Ensure the regular performance of the annual programmes of statutory checks and maintenance

6. Congregational Life

- a. Create, print and circulate the weekly Sunday Order of service
- b. Be a main source of information for the congregation in relation to the Centre and its use
- c. Create annual readers list Sunday team rota and other congregational information, in conjunction with the Minister and Session Clerk
- d. Liaise with church groups concerning use of the centre, including bookings

7. Miscellaneous

- a. Update the annual property register, in conjunction with the Minister, Session Clerk and Church Caretaker.
- b. Maintain stationery and general office equipment supplies and place orders when necessary
- c. Undertake any other duties, as agreed with the Minister