

Title of Role	Administrator
Purpose of Role	To support the organisation administratively and help ensure the smooth running of identified groups and activities
Main Activities/Tasks	<ul style="list-style-type: none"> • To manage the day to day running of the Church building in Tredworth including ordering supplies. • To manage all contracts for the building in Tredworth and to manage contract renewals/negotiations in consultation with the Trustees • To implement all policies relating to Health and Safety including managing the COSHH register • To ensure all activities across the organisation have adequate risk assessments, working with leaders to create and review assessments • To implement and embed all policies across the organisation and to support the Trustees in creating policies where gaps are identified. • To ensure all staff have completed required training – utilising Citation Atlas HR management system • To manage Church Databases including Church membership information, Holiday Club information and any other personal information the Church collects. To ensure that any information is held in accordance with GDPR and that they are kept up to date. • To manage any room/site bookings as they occur from time to time • To oversee the Cleaner and to conduct performance reviews and spot checks • To collect reports from staff as the Trustees direct • To manage the day-to-day operations of the organisations as required (eg collating resources, printing for services etc) • To provide administrative support to Tredworth Pastor as identified and agreed • To provide administrative support to Senior Pastor, including in his roles as Westgate Pastor and Head of International Ministry, as identified and agreed • Any other duties that may be required.
Training and experience	Full training will be given during induction and on an ongoing basis.
Hours	14 hours per week
Support	<p>The Administrator can expect to receive the following support:</p> <ul style="list-style-type: none"> • Use of a HR and H&S Platform. • Line Management support
Main Points of Contact	Tredworth Church Pastor and Senior Pastor
Other Points of Contact	Secretary to the Trustees Chair of Trustees