

# Administrator – Job Specification

Hazel Grove Baptist Church (HGBC)
Hazel Grove, Stockport

## Job Purpose

The Administrator will provide essential support to the life and ministry of HGBC, ensuring the smooth running of the church office and associated activities. The role will include administrative, organisational, and communication responsibilities, helping staff and volunteers serve the church and wider community effectively.

## Key Responsibilities

* Managing room bookings and maintaining the church diary.
* Producing weekly news emails/digital newsletters.
* Responding to general enquiries (phone, email, in person).
* Ordering church supplies.
* Overseeing key church rotas.
* Promoting church events via social media channels.
* Populating ProPresenter for Sunday worship.
* Carrying out other general administrative tasks as required.
* Supporting the management of larger church events.
* Assisting with reception/welcome teams and oversight of facilities.
* Supporting day-to-day oversight of cleaning staff and building use.
* Helping develop church communication tools such as WhatsApp groups.
* Supporting the implementation and oversight of church policies and procedures.

## Person Specification

* Previous administrative experience.
* Strong interpersonal skills with a welcoming manner (in person and by phone).
* Confidence in using Microsoft 365.
* Good organisational skills with the ability to prioritise and work independently.
* Willingness to learn new systems such as ProPresenter and Planning Centre.
* Openness to using digital tools such as QR codes.
* Sympathetic understanding of the Christian ethos of Hazel Grove Baptist Church.

## Employment Details

Place of Work: Hazel Grove Baptist Church – office space and computer provided.

Hours: 16 hours per week. Ideally mornings 9am–1pm, Mon–Fri. A job share may be considered.

Contract: 6 months initially, with the possibility of a permanent appointment.

Salary: to be discussed at interview.

Leave: 5 weeks annual leave (pro rata) plus bank holidays (pro rata)

Management: Line managed by the Senior Minister and accountable to the Leadership Team.

Review & Development: Annual review plus opportunities for personal and professional development.

## Application Process

To apply, please send:

• A CV

• A covering letter explaining your interest in this role

References: Two references are required, one of which must be from your most recent employer.

Applications & Enquiries: Please contact admin@hgbc.org.uk for further details or to submit your application.