



King's Church Iver are hiring...

NEW CHURCH ADMINISTRATOR

Are you an excellent administrator and a proactive team-player who wants to play a key part in the mission of the local church? If so, we want to hear from you!

King's Church Iver is an outward looking community church with Jesus at it's centre. We are currently looking for a part time (3 days week/office based) administrator to support the Elders to help deliver a full range of activities. The church is a busy place throughout the week with a number of community projects taking place as well as Sunday morning services. You will be part of a small, friendly team, working alongside the Outreach Coordinator and a number of dedicated volunteers to ensure the smooth day to day running of these ministries. The role also requires an ability to work flexibly in an environment where no one day is the same.

If you'd like more information, or you know someone who may be interested, please contact **John Plaskett** on office@kingschurchiver.org.

Admin Key Duties

- Oversight of Sunday service admin (booking speakers etc.)
 - Organising volunteer rota
- Overseeing contractors e.g. cleaners
- Organising and minuting Elder's Meetings
- Answer telephone and email enquiries
- Sending of regular email updates to the congregation
 - Financial admin
 - Printing
- Overseeing hall hire
- Shopping for events
- Liaising with suppliers

Person Specification

ESSENTIAL

- Well organised
- Good IT skills including use of Word, Excel and Publisher
- Strong verbal and written communicator (including on telephone)
- Able to work independently and as part of a team
- Committed Christian and be able to provide pastoral support to members of the church, visitors or members of the community

DESIRABLE

- Experience in administrative role

Other Key Duties

- Supporting the running of weekly activities
- Cooking for some events (Ad-hoc)



King's Church Iver, West Square, Iver, Bucks, SL0 9NW
01753 651178 | office@kingschurchiver.org | www.kingschurchiver.org

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