

## **JOB DESCRIPTION**

*This job description does not form part of the contract of employment; duties may be adjusted from time to time by the Employer.*

### **Church Facilitator**

The Church Facilitator has overall responsibility for church operations and administration. The main duties of the role include:

- To co-ordinate all aspects of church administration as outlined within the key tasks
- To assist in property-related matters
- To be a line manager for other specified paid staff (one part-time property caretaker)
- To manage communications including website and social media

The Church Facilitator is directly accountable to the Kirk Session and will be line managed by the Minister. The Church Facilitator has authority to carry out her/his duties on behalf of the Kirk Session. Confidentiality must be maintained in all areas of work.

The Church Facilitator will work very closely with the Minister, Youth and Children's Outreach Worker, Session Clerk, Treasurer and Property Convener. She/He will liaise with the convenors of the strategy groups and committees, leaders of organisations and property tenants.

### **Key tasks will include:**

#### **Administration and Communication**

- To attend to correspondence, emails and telephone calls
- To maintain the church calendar, including internal and external events
- To maintain contact and mailing lists
- To finalise and circulate materials for ministries as appropriate, such as circulating notes to leaders of small groups
- To finalise and circulate agendas and papers for and minutes of all meetings of the Kirk Session and Property and Finance Team and file master copies in accordance with church policy (minute taking will be carried out by the relevant clerk/convenor)
- To ensure that copies of minutes of all team meetings are archived for future reference
- To maintain the congregational database, in conjunction with the Roll Keeper and include data for adherents and children
- To record deaths, weddings, baptisms, services of blessing and changes of address in the appropriate registers/databases
- To proactively manage communications activities:
  - Managing and maintaining social media (including website) in line with the communications strategy
  - To keep internal and external notice boards up to date
  - To prepare copy for, print and arrange distribution of the weekly notice sheet and our monthly magazine, "Trinity Times"
- To prepare presentations and brief reports as requested (eg PowerPoint for Sunday service)

- To maintain an efficient office filing system
- To maintain stock control and order stationery, printer supplies and cleaning materials as required
- To procure any materials and supplies as required
- To assist in the keeping of financial records (cash, cheques, payments etc), working alongside the Treasurer
- To monitor areas of expenditure with a view to achieving the best value for money (eg utilities, supplies)

### ***Premises***

- To liaise with property tenants
- To ensure invoices for lets are prepared and issued and monitor payments made
- To facilitate minor repairs (not carry out) and arrange for trades visits as appropriate, liaising with the Property Convener as required
- To oversee the maintenance of IT/AV equipment
- To oversee annual maintenance schedules, including items such as heating system maintenance and organ tuning in liaison with the Property Convener

### ***Other***

- To provide support to Health and Safety Officer, Data Protection Officer and other office-bearers. Working closely with the Kirk Session to fulfil civil law obligations such as GDPR, Copyright and Health & Safety
- To attend meetings as reasonably required

### ***Christian Faith***

- The Church Facilitator will be expected to support the Church to deliver the Purpose and Values
- Holding a Christian faith is not critical to performing this role. However, most members, staff, volunteers and partners are Christians and the post holder is expected to respect their faith and the spiritual values. There are optional team prayer meetings and bible studies.

The role is 15 hours per week, with the potential for a flexible working pattern to be agreed with the Line Manager. Primarily based at Partick Trinity Church (home working during Covid-19 restrictions). Salary dependent on skills and experience, but is expected to be within the range of £21,500 - £24,500 pro-rata full-time equivalent based on 37.5 hours per week. (£8,600 - £9,800, 0.4FTE)