**Church Administrator** [Freedoms Ark Church](https://www.totaljobs.com/jobs/trinity-henleaze-united-reformed-church?cmpId=1436174&cmp=1)

Freedoms Ark, Tottenham Town Hall,

Tottenham Approach Road London, N15 4RY

**About us**

We are a family church that loves Jesus and the community. A church that is passionate about the real world, we build and raise future leaders to make an impact.

Pursuing God-given purpose is our passion and so here at Freedom’s Ark, we encourage every person to fulfil what God has called them to do.

**Job Summary**  
We are seeking a full-time Church Administrator to oversees the daily operations of the church, manage resources, and provides administrative support to church leadership, ensuring smooth functioning of church activities.

Applications MUST be made using our application form (no CVs please). Email [t.philemon@freedomsark.org](mailto:t.philemon@freedomsark.org) for a full version of the job description and person specification (summarised below) and an application form. Note that this is full time role and the salary will be £46,000 per annum.

**Duties**

* Provide operational support to Freedoms Ark Church and its community outreach projects.
* Deliver comprehensive and efficient organisational and administrative assistance, supporting a wide range of tasks under the remit of the pastoral team.
* Manage calendars, appointments, and scheduling for key church activities and personnel.
* Maintain and update communication platforms, including the church’s Facebook page, website, and noticeboards; circulate information to local groups to promote relevant activities and events.
* Conduct routine Health and Safety checks, such as weekly fire alarm testing; maintain logs for regular maintenance and servicing needs, and coordinate necessary services.
* Perform general administrative duties, including designing and printing flyers, preparing orders of service, maintaining noticeboards, managing lost property, and sourcing office supplies.
* Foster effective internal communication within the staff team, while upholding and promoting the core beliefs, ethos, and values of Freedoms Ark Church.
* Provide support for special Christian events held at the church premises.

**Requirements**

* Good interpersonal and communication skills. Friendly personality and excellent communicator in person, on the phone and by email.
* IT literate, with experience of Microsoft applications, especially Word, Excel and Outlook.
* Strong attention to detail in undertaking administrative tasks.
* Ability to work largely unsupervised but also with others as part of a team.
* Awareness of issues surrounding data protection, confidentiality and safeguarding, willing to follow all relevant policies and procedures of the church.
* Experience in data entry to accounting systems e.g. QuickBooks, and prior experience of managing hirers/lettings or of building management, would be desirable.

It is not necessary for the post-holder to be a Christian, but they must demonstrate alignment with the aims and culture of Freedoms Ark