

Job Description	
Job Title	Church Manager
Remuneration	£20000 - £22500 depending on experience. Auto-enrolment into the NEST pension scheme with 3% employer contribution
Holidays	28 days per annum including public holidays
Duration	Permanent
Hours	35 hours per week, including some evening/weekend working. Flexible working hours will be a regular feature. Job-sharing welcomed.
Location	Emmanuel Baptist Church, Western Terrace, Falmouth, Cornwall TR11 4QJ Some remote working may be possible.
Reports to	Church Elder
Line Management Responsibilities	Church Cleaner and Property Maintenance Assistant

About the role
<p>This is a key role in the life of Emmanuel Baptist Church managing the overall administration of the church. The Church Manager will work closely with the Minister and leadership team, working together towards the achievement of our mission.</p> <p>This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.</p>

Key Responsibilities
<ul style="list-style-type: none"> • Developing and maintaining an overview of church life; communication and liaison between groups and individuals is an essential part of the role • Being the point of contact and welcome to the church during office hours • Running the church office • Overseeing the maintenance and repair of the church building • Supporting the delivery of church communication • Ensuring compliance with legal requirements
Key Tasks
<ul style="list-style-type: none"> • Being the point of contact and welcome to the church during office hours <ul style="list-style-type: none"> ○ Providing a welcome and handling face-to-face, telephone, email, and social media enquiries for visitors and members of our fellowship ○ Where necessary, forwarding enquiries to the appropriate member of the leadership team in a timely fashion • Running the church office <ul style="list-style-type: none"> ○ Maintaining the EBC church diary and internal/external booking of rooms, including the issue of booking confirmations ○ Ensuring that users have access to premises and that booked rooms are ready for use ○ Creating and issuing room hire invoices

- Dealing with post and replying where appropriate
- Handling the petty cash and assisting with the weekly offering count
- Maintaining office filing systems – electronic and paper
- Maintaining the supply of cleaning materials and office stationery
- Arranging necessary rotas for volunteers – church stewards, refreshments, and Easy Worship
- Assisting in the recruitment of volunteers and arranging appropriate training
- **Overseeing the maintenance and repair of the church building**
 - Liaising regularly with the Property Deacon to ensure that all necessary maintenance and repair work is scheduled and completed
 - Overseeing maintenance and repair work, as directed by the Property Deacon
 - Ensuring that all maintenance and service contracts are up to date
 - Supporting the development and maintenance of effective risk assessments
 - Monitoring the premises regularly to ensure compliance with Health and Safety regulations
 - Day to day management of the Caretaker and the Property Maintenance Assistant
- **Supporting the delivery of church communication**
 - Working closely with our leadership team and Communication Lead to plan, compose, and edit content/information for church communication – church notices, notice boards, emails, and monthly newsletter
 - Liaising regularly with our Communications Lead to ensure that our church website and social media content are up to date
 - Composing and issuing communications from the church leadership
 - Sending out notices and relevant information for church members' meetings
 - Taking minutes at meetings
- **Ensuring compliance with legal requirements**
 - Ensuring compliance with legal obligations on safeguarding, health and safety, food hygiene, first aid, fire protection, and data protection
 - Liaising with the Church's Safeguarding Officer; Administering safeguarding procedures, including DBS applications