

**Job description for Church Office and Letting Administrator
at the Swiss Church in London**

Your responsibility consists of managing general Church administrative tasks, and handling venue lettings and premises maintenance for the church.

As Office and Letting Administrator you are reporting to:

- The Minister with regards to the general managerial tasks
- The Consistoire (Board of Trustees) member with responsibility for lettings, financials, maintenance and administration, as necessary.

General Church Administration & Communication:

- Act as a interdepartmental liaison for all Swiss Church internal departments, groups and events
- Operate all church telephone and email enquiries
- Correspondence by letter and email
- Monitor and update all social media including Facebook and Instagram

Tasks related to office management:

- Oversee all aspects of office equipment such as printers / scanner, stationary, and IT
- Liaise with Company Treasurer regarding utilities suppliers, insurance etc.
- Check and order office supplies
- Oversee and manage cleaning company

Tasks related to inter-departmental coordination include:

- Liaising with the Minister regarding church and fundraising events
- Liaising with the Director of Music regarding music related events, the use and maintenance of piano and organ, including managing the calendar for visiting organists
- Liaising with the Art Curator and Art Committee regarding scheduling exhibitions and meetings.
- Liaising with the Community Outreach worker regarding Breakfast on the Steps.
- Liaising with the Mother's Groups regarding any special requirements on dates in calendar

- Liaising with the Consistoire (Board of Trustees) when necessary

Venue Lettings

- Act as front of house
- Manage the venue for external hire clients, including managing the diary, managing, training and overseeing staff for attendance
- Show premises to potential hires as appropriate by availability
- Be available for emergency standby during all events if not on attendance
- To work together with the Minister co-managing the diary for all internal Church events including the Music and Arts Programme

Tasks related to Premises Maintenance, Health and Safety Administration

- Ensure the building is fit for purpose, monitoring in weekly checks the fire alarm, fire extinguishers, emergency lighting, and ensure all emergency exits are kept clear at all times
- Monitoring all maintenance contracts, scheduling and overseeing the church premises maintenance and repair
- To liaise with (be a) member of the Consistoire Premises sub-committee working with the Responsible Person designated by the Consistoire to ensure the SCL meets the appropriate Health & Safety and Fire Safety standards in compliance with the Public Liability, Employers Liability and Buildings Insurance.
- To liaise with the Caretaker and Consistoire regarding any necessary refurbishments to the premises that might arise and provide administrative support.
- Planning and making budget applications annually

Employment with the SCL further includes:

- Attending monthly team meetings
- Responding to correspondence by members of the Church and the Consistoire (Board of Trustees).
- Keeping the Minister and other relevant staff up-to-date with any developments that impact the SCL as appropriate.

NB - A job description does not constitute a 'term and condition of employment. It is provided only as a guide to assist employees in the performance of their role. The Swiss Church in London is a growing organization and therefore changes to employees' duties may be necessary on occasion. The job description is not intended to be an inflexible or finite list of tasks and may therefore be varied from time to time, after discussion with the post-holder.