



Job Title	Administrator
Reporting to	Lighthouse Church Team Leader
Key internal relationships	Lighthouse Church Leadership Team, Lighthouse Church Trustees and Make Lunch Coordinator
Key external relationships	Canolfan Ebeneser and Mona Showground
Working hours	12 - 15 hours per week (dependent on applicant)
Salary	£16,500 - £18,000 pro rata (based on experience)

Job Context

Lighthouse Church is a growing community committed to following Jesus, building community and loving Anglesey. Lighthouse Church was planted 3 years ago on Anglesey as a Church Plant from Open Heaven Church in Loughborough. This role will be serving the Leadership Team by providing them with administrative support to make Lighthouse fruitful in its vision to create a thriving, discipleship community of Jesus followers relevant in our bilingual, rural missional context of Anglesey.

Job Purpose

- To administrate Lighthouse church sunday gatherings to run excellently
- To provide administrative support for events and missional activities
- To provide administrative support to Lighthouse leadership team
- To assist in the effective management of church finances
- To demonstrate our honouring culture to the staff team, volunteers and wider church family

Specific responsibility for:

Sunday Gatherings

- Responsible for planning and delivery of operational aspects of Lighthouse Church gatherings. Including health and safety requirements.
- Coordinate teams responsible for delivery of gatherings and children's work.
- Effectively utilise Churchsuite for processing financial and contact data.
- Administrate teaching brief packs for sunday gathering speakers.
- To ensure that special guest event opportunities (i.e. Christmas, Easter, Mother's Day, Father's Day, Harvest Celebration and Baptisms) are maximised and everything is in place to help guests enjoy their experience of church and connect with God.

Events and missional activities

- Responsible for the administration of church wide events such as Small Groups Together.

- Facilitate the Make Lunch project through effective administration and process including the processing of data, organising of volunteer rotas and venue booking.

Safeguarding & health and safety

- Process volunteer applications and administer volunteer DBS checks.
- Process and distribute safeguarding policies as required.
- Process and distribute risk assessments as required.

Leadership Team

- To support the Lighthouse Leaders with Lighthouse Leadership Team administration, including agendas and minutes for Lighthouse Team meetings and team days.
- To attend and minute Leadership Team meetings and allocate relevant actions.

Day-to-day management of administrative, operational and financial activities

- General day to day administration of church activities.
- Ensure sufficient office supplies.
- Database management, upkeep and development (churchsuite).
- Responsible for tracking and updating of annual public liability insurance, CCLI, Safeguarding support and other memberships.
- Management of Lighthouse Church expenses process including administrating and reimbursing staff team and volunteer expenses claims.
- Ensure diligence in keeping financial records and processes. E.g bookkeeping activities via Xero, deposits of cheques and cash, production of financial reports.

Although not essential, a Welsh speaker is highly desirable for the role.

Please send applications as a CV and covering letter to alan@capelgoleudymon.org

Application deadline is 16th December 2020, with interviews to take place w/c 4th January 2021, for a 1st February 2021 start.