



# The Well

*community church*

Position: Office Manager  
Location: The Well Community Church  
Hours: 16 hours per week  
Contract: 1 year renewable contract  
Salary: £8486.40 – £10,000 per annum (dependant on experience)

## **PURPOSE OF POST**

- To oversee and be responsible for the overall day-to-day the administration of body life at the Well Community Church, in line with the vision and values of the church.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Office Management**

- Maintain appropriate filing of key documents and correspondence for audit purposes.
- Maintain and develop address lists and web pages and ensure good communications with all members of the Well.
- Ensure that the necessary level of equipment/resources needed to deliver the vision of the Well is in place and appropriately maintained.
- Provide administrative support for projects and events as required. Liaise with HUB Team, staff and external contacts involved with delivery of projects, so that deadlines are met and any issues raised with project leads.
- Participate in organizing events as needed.
- Attend meetings to provide administrative support and take minutes or record action points as required (to include operations team meetings), ensuring that these are accurately transcribed and distributed within agreed time scales;
- From time to time to provide administrative support to the HUB team.
- Manage all issues related to office administration, supplies and systems

### **Communications**

- Draft letters and other communications as required, ensuring that all correspondence is handled and responded to in a timely manner. Produce high quality documents including reports, correspondence and presentation materials.
- Support the HUB team with the collation of items for the regular monthly bulletin

## **Building Management**

- Manage regular lettings, including collecting and giving regular feedback to tenants, ensuring an on-going constructive dialogue
- Manage ad-hoc lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements
- Ensure that all administrative correspondence relating to legal and financial matters is dealt with promptly and in co-ordination with relevant stakeholders
- Manage all issues related to the buildings, supplies and systems

## **HR**

- Perform all administrative tasks related to new staff induction (including checking that line managers have completed all steps as identified by the management team)
- Ensure all new starters have a contract issued, signed by both parties and an electronic version stored on the system
- Issue reminders to all staff when performance reviews are due and maintain logs of any exceptions

## **Learning, development and support**

- Attend at least one external training event per year (paid for and included in work hours) and the Pioneer leader's conference.
- Be part of an ongoing leaders 'huddle' (a challenge and support small group for missional leaders).

## **PERSONAL SPECIFICATION**

- Is a committed Christian.
- Has proven administrative experience.
- Has the ability to work as a part of a number of different teams, and relate to people of all ages and different backgrounds.
- Has excellent communication, interpersonal and relational skills

## **ADDITIONAL INFORMATION**

Further information about The Well Community Church is available on the church website: [www.thewellcc.org.uk](http://www.thewellcc.org.uk). For an informal conversation about the role please contact 07970875628.

An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010. Any offer will be subject to satisfactory references and checks, including an enhanced DBS disclosure.

## **TERMS AND CONDITIONS**

1. The person would need to become an active member of The Well.
2. The appointment is subject to satisfactory references and a probationary period of three months.

3. Reasonable expenses incurred in connection with work will be paid in accordance with the regulations.
4. The post is based at The Well Community Church, Camberwell, London SE5 7SY.
5. The post holder is entitled to 17 days paid holiday per year (this includes public holidays).
6. There is a workplace pension scheme in place.

Apply to: The Well Community Church  
Wells Way, Camberwell, SE5 7SY  
Office: 02077030924  
Mobile: 07970875628  
Email: [phil@thewellcc.org.uk](mailto:phil@thewellcc.org.uk)

Closing date: April 1st  
Interviews: 3-5<sup>th</sup> April