

Position: Part-time Church Administrator

Job description

The appointee will be seconded to East London Alliance Church (ELAC)* located in Deptford, London. Job duties include to –

1. Assist the pastor-in-charge and the management committee of ELAC in the day-to-day operation of the church;
2. Support smooth running of sermons and biblical classes for teenagers and children every Sunday afternoon, such as preparing the duty roster for voluntary workers and presentation materials according to the content provided by the church;
3. Provide secretarial support to the management committee of ELAC and prepare meeting notes;
4. Provide administrative support to membership registration, election and general meetings;
5. Keep record of income and expenditure;
6. Maintain and update the website of ELAC according to the content provided by the church;
7. Liaise with internal and external parties;
8. Handle enquiries; and
9. Perform any other duties as assigned by the supervisor.

Requirement

Essential

1. A baptised Christian in full sympathy with the aims and values of the Chinese Alliance Churches Union (UK) (<https://www.cacuuk.org>)
2. School education to A Level or equivalent
3. Good command of English, Mandarin and Cantonese
4. Good software skills including Word, Excel, Powerpoint and basic social media and website tools
5. Possesses the right of taking up employment in the UK

Desirable

- University degree
- Solid working experience in office administration especially in church setting
- Good inter-personal skills
- Team player

Working conditions and remuneration

Employer: Chinese Alliance Churches Union (UK)

Employment period: 6 months initially, subject to extension or conversion into permanent terms afterwards.

Working time: 20 hours per week, including at least 4 hours in the afternoon of every Sunday

Salary: £13 per hour

Working pattern: Flexible working hours subject to operational need during Tuesday to Saturday; Fixed working hours on Sunday

Work location: Tuesday to Saturday (basically work from home but may need to work in the Church at Deptford, London according to operational needs); Sunday (Deptford, London)

Other benefits: subject to the minimum statutory requirement in England and the existing practice for commensurate positions in the Chinese Alliance Churches Union (UK)

Note: (*) <http://www.elac.org.uk>

Application

For those who are interested please send your relevant CV and personal contact details including name, email account, contact telephone number and address to info@elac.org.uk , attention: Rev. Tai Ming PANG.

Deadline of application: 31 July 2024

All personal information will be held strictly confidential for the purpose of job interview only.