



# Job Description

## **Role: Administration and Communications Officer** **Reporting to: The Association Administrator**

### **About HEBA**

Based in Selly Oak, Birmingham, The Heart of England Baptist Association (HEBA) brings together approximately 162 churches in Herefordshire, Shropshire, Staffordshire, the Black Country, Birmingham, Coventry, Warwickshire and Worcestershire. Our purpose is to grow healthy churches – stimulating and assisting the region’s Baptist churches for their God-given task of sharing the good news of Jesus Christ.

### **The role**

The purpose of this post is to bring Administration and Communications expertise to the Association. The main focus of the role is to provide administrative support to ensure the smooth running of the HEBA Office.

In addition, the post holder will support the work of the churches, trustees and other staff of the Association by ensuring the aims of the Association are effectively communicated via all appropriate channels.

### **Our values**

We are driven by the pursuit of five values we wish to see exhibited across the Association as we engage in God’s mission:

- **Companionship**
- **Generosity**
- **Diversity**
- **Learning**
- **Innovation**

### **Working conditions and environment**

- The post is for four days per week (28 hours) with five weeks annual leave per year pro-rata (excluding Bank Holidays).
- Hours of work are 0900-1700 hours or as negotiated with the line manager, with one hour each day for lunch. TOIL will be given for hours worked over.
- Salary will be £18,000 - £19,300 pro-rata, depending on skills and experience
- The role will be based at the Association Office.



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## **Essential Functions and Responsibilities**

### **Ministry Support**

This post will provide administrative support for the Association Ministerial Recognition processes, Symposiums, Ministers' Conference and other meetings and events. This will include preparing for, attending and taking minutes of meetings and processing the outcomes from those meetings.

### **General Administrative tasks**

The post holder will deal with phone calls, correspondence, visitors and other appropriate tasks. This will include Diary management (including Outlook) and managing bookings in BMS Birmingham, including the ordering of lunches.

### **Communications**

Ensure the effective communication between the Association and our partner churches. It is expected that this will amount to 25% of the role. This will be achieved by the following methods:

- Developing the Association's Social Media strategy to ensure that Partner Churches are kept aware of the aims of the Association. This will be achieved by effectively utilising the existing Facebook page and also by recommending and implementing other channels of communication and information.
- Ensuring that the Association website is maintained and contains accurate and up to date information.
- Maintaining the national Baptist database (ThankQ), HEBA's Office365 records with up to date contact information for our Association churches.
- Using email, Mailchimp and other tools to regularly update Association churches about Association policies and other relevant information.

### **Other tasks**

The post holder will also be responsible for the following tasks:

- ThankQ database Superuser, providing support on an occasional basis to the wider Baptist family as part of this role with HEBA. No prior experience of the system is required as full training will be provided.
- Helping to staff the Baptist Assembly when it is held within HEBA.



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## **Essential Skills, Experience and Knowledge**

### **Required**

- A commitment to the values of the Association as described above.
- Competent use of IT equipment and MS Office software, including Office365.
- Understanding of and ability to maintain and interrogate databases.
- Knowledge of or ability to learn online events packages (Eventbrite) and scheduling software (Doodlepoll).
- Demonstrated experience of using social media to further the aims of an organisation.
- Effective communication in written English and ability to take accurate minutes
- Ability to follow instructions, but also to work independently and keep accurate records
- Ability to work confidentially
- Well-developed interpersonal skills
- An understanding of the Christian faith

### **Preferred**

- An understanding of Baptist church life

## **To apply**

To get an application form please contact the Association Office by emailing [karen@baptist-heartofengland.org](mailto:karen@baptist-heartofengland.org) or telephoning 0121 472 4986.

Closing date for applications is 30 September 2019 and interviews will be held at the Association Office during the week commencing 7 October 2019.

The current incumbent leaves on 1<sup>st</sup> November so availability before that date for handover activities would be preferred.