**PREMISES ADMINISTRATOR — JOB DESCRIPTION & SPECIFICATION**

**Job Title:** Premises Administrator

**Job Purpose:** To be responsible for all Church premise hire arrangements

**Line Manager:** Minister of Belle Vue Baptist Church

**Hours:** 7 hours a week (initially 12–month contract) @ £10per hour

**Aims of the Premise Administrator**

1. Take responsibility for the church online diary**,** ensuring all events are inputted and communicated
2. In dealing with premises hire to monitor the church email / phone / facebook page.
3. To advertise appropriately and seek out potential long–term hires.
4. To be responsible for all bookings of church premises
   1. Getting forms filled in & deposits paid in a timely manner
   2. Arranging by appointment premise visits prior to hire
   3. Passing on hire information to Church Treasurer
   4. Organizing for building to be opened and locked up for hires. We’d expect the successful applicant to be available and responsible at least two Saturdays/Sundays; organizing volunteers, as required for other weekend hires.
5. On a regular basis, to take responsibility for checking church premises that they are properly maintained and suitable for use.
6. To liase with and offer occasional support to those who clean the church
7. To undertake any reasonable duties as may be required from time to time as agreed by your Line Manager

Person Specification: Premises Administrator

The person appointed to this role will essentially:

1. Be sympathetic to the Christian faith and to the ministry and mission of Belle Vue Baptist church
2. Be computer literate and able to use MS Office programs
3. Possess good active listening and communication skills, both written and oral
4. Possess a high level of inter-personal skills, dealing with people within and outside the church
5. Possess the ability to manage one’s own time and work under their own initiative

It is desirable that the successful applicant have an existing link with Belle Vue Baptist Church and an understanding of its activities.

**How to Apply**

Please send your C.V. and a covering letter to [bvbc.premises@googlemail.com](mailto:bvbc.premises@googlemail.com) by 5pm Monday 24 February.

If you are called for interview it will take place on the morning of Thursday 5th March.