Freedom Church (Ceredigion)
c/o Aberystwyth Football Club,
Park Avenue, Aberystwyth, SY23 1PG

hello@freedomchurch.wales
freedomchurch.wales

FREEDOM COMMUNITY CHURCH

Church Administrator Job Description - Freedom Community Church
Freedom Church is a growing community church based in Aberystwyth and part of the Assemblies of God Great Britain. The church seeks to grow community, share freedom and make Jesus known.

THE ROLE

The postholder will be responsible for general church administration.
Additionally, they will be required to help with the maintenance and updating of our social media channels and church website, working closely with the church Pastor, Leaders and volunteers.

General Church Administration

● Administrative tasks to ensure the smooth running of the church; eg. responding to emails/messages to the church,
● Administrating church Life Group/s: e.g. liaising with people wishing to join a new group and updating the database
● Co-ordination of church events, including booking venues, publicity, supporting volunteers etc.
● Compiling and supporting grant and funding applications
● Other duties as the Pastor may from time to time reasonably require

Sunday Services Administration

● Producing, communicating and maintaining church rotas including reminders
● Compiling Sunday Service Plans, including Sermon and Announcement PowerPoints
● Compiling rotas for various church ministries, events and teams
● Identifying resources and building children's curriculum for Sunday teams

Media and Website maintenance

● Updating the church website as required by the Leaders.
● Maintaining church membership database, ChurchSuite, by updating and adding rotas, contact details, and Sunday service data - with the scope of expanding its usage in the future
● Composing and posting social media content, including faith based content, and administrating social media accounts in collaboration with Church Leaders
● Designing and ordering print materials (e.g. posters, postcards, leaflets etc.)

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PERSON SPECIFICATION

Skills

● Excellent organisational and administrative skills.
● Excellent written and verbal communication skills.
● Proven IT skills, including competence with Google Drive and Microsoft Office. Confidence in using, or willingness and capacity to learn to use Canva Pro (design), Wix (website) and ChurchSuite (database).
● Attention to detail.
● A polite and professional manner especially when dealing with confidential issues, including safeguarding issues, and other matters.
● The ability to take initiative, learn quickly and adapt to the needs of a changing church environment.
● Personable and approachable.
● Confident in creating, scheduling and publishing social media content and other communications material that celebrates and promotes the core work of the church and associated ministries.
● A person of trustworthiness, integrity, and reliability who is sensitive to the complexities of working for a church, alongside staff and volunteers.

Experience

● Previous experience in an administrative or organisational role
● A track record of taking initiative in a paid or voluntary role
● In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian, and we would expect our Church Administrator to adhere to our values and statement of faith as a church

Qualifications

• No specific qualifications required. GCSE Maths and English, or equivalent, are desirable
• Entry level Welsh language use is desirable

ADDITIONAL INFORMATION

The post is for 12 hours per week. Days/times to be agreed, and the role is expected to be a working from home role.
This post is initially for a period of 12 months, with an initial probation period of 6 months.
The role will be remunerated at £12.75 per hour.
The postholder will be entitled to 67.5 hours annual leave per annum.

To apply: Please send your CV and a short covering letter to hello@freedomchurch.wales by 14/12/2025