

TRINITY OFFICE.

Person specification: good computer skills, friendly manner, ability to work in a team, understand the importance of confidentiality.

(The following list is not exhaustive.)

Responsibility for General administration:

- Production and printing of church notices, church service information posters, etc.
- Printing of Annual Report, Trinity News, etc.
- Photocopying as requested.
- Post, emails, telephone calls to office – forwarding/replying as necessary.
- Purchasing office supplies and arranging for servicing or repair of equipment.
- Keeping noticeboards up to date.
- GDPR – ensuring consent forms are in place. Updating Trinity Directory.
- Renewing CCLI licences and Microsoft office 365 licence.
- Welcome letters/emails to visitors.
- Responsibility for church archives.