

JOB DESCRIPTION

JOB TITLE: Church Administrator (Maternity Cover)
RESPONSIBLE TO: Operations Director

MAIN PURPOSE OF THE JOB:

To support the coordination of the church's life and ministry, delivering all routine administrative functions of the church and its office, offer prayer and give pastoral support to visitors when the volunteer Reception Team and other staff are unavailable, participate in staff prayer (including praying for each other and the daily life of the church). Assisting in the smooth operation of church life by taking responsibility for the Key Duties and Responsibilities, enabling other staff to become more effective in their roles.

KEY DUTIES AND RESPONSIBILITIES:

1. Reception – St Jude's church is open from 1000-1200 on weekdays and the Church Administrator plays a key role in reflecting the church's Christian faith and witness. You will often be the first contact point, face-to-face, by email and when answering the phone. You will liaise with the Reception/Welcome Team when they are in, and welcome church members, guests and visitors. You will be able and willing to share your faith with them, providing a strong Christian witness, able to seek answers to any questions and supporting our guests by representing St Jude's church, liaising with staff team.
2. Secretarial – process emails & phone contacts.
3. Room bookings – coordinate use of buildings, room lets & resources ensuring that they are being utilised within the context of the Christian faith and not for purposes opposed to the church's core Christian beliefs.
4. Coordinating Volunteers – rotas of volunteers involved with church services.
5. Coordinating office/building staff – liaise with cleaner, reception staff & other office staff to ensure cover, efficient & effective heating, weekly testing of Fire Alarm Systems etc.
6. Ensure preparation of building for use – room preparation, cleaning, heating.
7. Supplies – monitoring and ordering (incl. stationery, coffee, HC wine etc)
8. Occasional Offices – baptisms, weddings & funerals: completing and co-ordinating bookings, records, registers and returns.
9. Special events – arrangements for: Christmas, Easter, Harvest, Remembrance Parish events etc.
10. Buildings - maintaining ongoing day to day contracts in consultation with the Ops Manager including, insurance claims, health & safety, rental of unused property.
11. Church Groups – to be a point of contact for the support of groups & services, including materials, bookings, group needs
12. Storage – supplies and filing.
13. Conferences & events – organisation, bookings, preparations & smooth running
14. Line management of cleaner and volunteer reception and office staff

15. Ensure strong relationships are built with other members of the Staff Team
16. Other tasks as requested by the Operations Director

WORKING CONDITIONS:

- 25 hours per week: Mon – Fri
- Salary range: £15,920 - £17,689, based on experience.
- This role is maternity cover for a period of one year.
- Start date to be confirmed, but likely to be in January 2024.
- Hours can be flexible by agreement with the Operations Director.
- The work will normally take place at church, but home working from time-to-time may be agreed with the Operations Director..
- Holidays: 17 days annual leave plus bank holidays.
- Staff terms and conditions apply.

This position is subject to enhanced DBS disclosure and satisfactory references.

Genuine Occupational Requirement

An occupational requirement exists in accordance with the Equality Act 2010 for the post-holder to have an active and lively Christian faith, and share and endorse the understanding that St. Jude's Church, as an evangelical Anglican church, has of the Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.

Person Specification

- Christian with a vibrant faith and out-going personality
- Strong understanding of the Christian faith within the Anglican context
- Commitment to the culture and values of St Jude's
- Ability to provide pastoral support, to lead bible studies and pray with others
- Regularly receiving spiritual input, and a regular member of one of our Sunday congregations
- Ability to work in, build and lead a team
- Ability to draw in support and delegate work
- Great interpersonal skills (face-to-face, phone & email); good written/proofing skills
- Calm, efficient and organised, able to multi-task and problem solve
- Proactive in identifying issues and proposing solutions
- Forward-looking in coordination & planning
- Willingness to respond to requests for information outside of office hours where necessary
- Readiness to learn
- IT literate
- Good administrative skills