



Job Description

Job Title: Church Administrator

Salary: At least London Living Wage – dependent on training and experience

Hours: 16-20 hours a week (0.4-0.5 FTE) – Ideally spread over 4 days Tue-Fri

Working Pattern: Flexible working patterns will be considered.

Purpose of Appointment:

St Peter's are committed to "Making and Maturing Disciples of the Lord Jesus Christ". The main purpose of this appointment is to deliver administrative support to enable the church to use its God-given gifts to the full in pursuit of this mission and calling in the local area and beyond.

Context:

The staff team currently consists of the Minister in Charge and a Children and Families Worker. The church is also actively recruiting a Families and Children's Minister.

The area in which St Peter's is established is mixed in terms of its social demographic. It displays an increasing diversity of population - an increasing number of those coming into contact with the church do not have English as a first language. There is a wide range of nationalities from Eastern European, Asian, African and Middle Eastern backgrounds.

Primary Relationships

The Administrator's main working relationships will be with:

- the Minister (directly responsible on a day to day basis to the Minister in Charge, Revd Philip Sudell)
- the staff team (e.g. attending the weekly staff meetings and participating in staff bible study and prayer)
- the Church Council (attending monthly council meetings and providing administration support to them where needed)
- members of the church family
- members of the public
- partners and suppliers, including the Diocese of London

Main Responsibilities

The Administrators main responsibilities will be to:

Planning

- Attend weekly staff meetings, take minutes and monitor actions
- Attend monthly church council meetings, take minutes and monitor actions
- Attend monthly service planning meetings and assist with associated administration
- Inputting rota information into Church Builder, processing updates and changes etc.
- Ensure all necessary risk assessments are completed

Support systems

- Run the office - ordering, licences, registers, returns, correspondence, etc

- Maintain church family contact list
- Maintain online church calendar
- Support the Councils in ensuring appropriate management of risk across all areas (including maintenance of risk register and completion of risk assessments)
- Lead on data protection, ensuring systems and processes are compliant with GDPR
- Support the Safeguarding Officer in administrating the recruitment of volunteers and maintaining of records
- Manage contracts with suppliers (e.g. telephone, utilities, photocopier)

Communications

- Provide first response to telephone calls and emails to generic email address
- Assist with production and distribution of printed communications
- Oversee and organise regular communication with church family (e.g. weekly newsletter emails)
- Design and implement an effective digital communication plan (website, social media, email) and ensuring channels kept up to date
- Assist with design and implementation of wider advertising / promotion strategy (e.g. posters, advertising events)

Sundays and Events

- Produce service sheets
- Print and prepare other items for Sundays (e.g. flyers)
- Produce PowerPoint slides
- Distribution and collection of registers (e.g. children's groups) and reporting Sunday attendance to Diocese

Building and office management

- Order catering supplies
- Order stationery supplies
- Order resources for events and activities (e.g. teaching materials for children's groups)
- Have overall responsibility for ensuring adequate and cost-effective supply of materials (e.g. catering, stationery)
- Manage cleaning contractor
- Process enquiries and bookings for hall
- Ensure payments made for hall bookings
- Support Building Committee, ensuring implementation of agreed action, as necessary
- Have overall responsibility for management of hall lettings

Key Skills

The key skills needed are:

- Office or administration experience
- Organisation skills, including ability to manage multiple priorities
- Excellent communication and interpersonal skills
- A good standard of computer literacy
- Experience of problem solving and ability to take the initiative where needed
- A commitment to safeguarding children and vulnerable adults

Attributes

The key attributes needed for this role include:

- A mature Christian, as indicated by a pattern of both worship and lifestyle

- A heart for the mission of St Peter's
- The confidence to take the initiative and to 'steer' others
- An eye for detail and a 'completer finisher'
- Able and willing to work with and as part of a team

This role is integral to the ministry as well as the administration and governance of St Peter's. It is important that the Administrator is able to represent the mission and values of the churches in all aspects of the role and there is therefore an occupational requirement for the post holder to be a committed Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

Working hours and terms and conditions

We envisage that this role is likely to need someone working two/two and a half days a week (16/20 hours) but we are flexible as to how this is worked out.

Full terms and conditions will be set out in the contract of employment and associated policies and procedures, but include:

- Paid holiday
- Contributory pension
- Enhanced sick pay

Training, development and support

We are committed to training and supporting our staff, and there will be ongoing development and training opportunities through out the year. The successful applicant will be encouraged to be proactive in finding appropriate external training opportunities, with funding available from the church councils.

Applications and interview process

Applicants must already possess a right to work in the UK. We cannot sponsor visas.

The post holder will be subject to an enhanced DBS disclosure

To arrange an informal chat with the minister, Philip Sudell, and for more information about applying for the role, please email serve@stpetersch.org.uk