

## Job description

**Job Title:** Church Administrator

**Salary:** £25,000-£30,000 Full Time Equivalent (FTE)

**Hours:** 24 hours/week (0.6 FTE)

**Working pattern:** Flexible working patterns will be considered

### Purpose of Appointment:

Grace Church and St Peter's are committed to loving Christ and making Him known.

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:

Grace Church is a Church of England church, operating under a Bishops Mission Order. Since 2012 Grace Church has met in the parish church of St Peter's, at Albion Avenue, N10 and has become increasingly connected and embedded in the local area. More recently, Grace Church and St Peter's have agreed to operate as far as possible as one church, under the leadership of a shared minister, and are increasingly integrating ministry, operations, administration and governance. Sunday attendance across both congregations prior to the outbreak of COVID was around 90-100 adults and 20-25 children.

The staff team currently comprises the Minister in Charge, a non-stipendiary Minister and a Youth and Children's worker.

The post holder will be employed by Grace Church but will work for both churches.

The area in which Grace Church and St Peter's are 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 Councils of both churches (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 Administrator's 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
- Manage contracts with suppliers (e.g. telephone, utilities, photocopier)
- Manage operational convergence as St Peter's and Grace Church come together
- Provide administrative support to the Church Safeguarding Officer and the Council lead for Health & Safety, including processing DBS checks, maintaining necessary records, collecting volunteer agreements
- Lead on data protection, ensuring systems and processes are compliant with GDPR

### 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. MailChimp 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
- Maintain list of songs used (for CCLI return)

#### *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
- Ensure adequate insurance is in place, in conjunction with the Building Committee and the Treasurer

#### *Safeguarding*

- Administer DBS checks
- Administer declarations and reference checks
- Ensure training takes place and recorded
- Maintain safeguarding log
- Support Council Safeguarding lead to ensure compliance with Safeguarding requirements

#### *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 Grace Church and 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 Grace Church and 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 3 days a week (24 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

Please apply online at [www.gracech.org.uk/jobs](http://www.gracech.org.uk/jobs). As part of the process you will need to upload a PDF of your current CV. Only applications received via this process will be considered for the role.

Application deadline: 20<sup>th</sup> May 2022

Interviews: Week beginning 6<sup>th</sup> June 2022.

To arrange an informal chat, please email [jobs@gracech.org.uk](mailto:jobs@gracech.org.uk)

We invite you to visit for a Sunday Service either in person or online, see [www.gracech.org.uk](http://www.gracech.org.uk) for further information.

All applicants will receive an automated email to say their form has reached our inbox, and we will be in touch via email with all candidates to advise whether they have been selected for interview by Friday 27<sup>th</sup> May.