

Advert:

Church Operations Administrator

We are looking for a gifted, experienced and skilled administrator to come and join St Edmund's Church, on a full-time basis, to support our ministry. The purpose of the role is to help facilitate the day-to-day operations and related administrative functions in close co-operation with the Vicar and staff team.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do.

Along with our Vicar and staff team, this post is key in enabling growth in the ministry and mission at St Edmund's. In line with our vision, 'Sharing God's generous love' and as well as providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and office door to booking special events and managing lettings, better enabling us to serve our parish.

This position requires a good degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, practical financial, communication and interpersonal skills.

Context

St Edmund's is an Anglican parish church in the Roundhay area of Leeds. It is a primarily residential and the church provides focal points for various community activities.

St Edmund's has recently become a Resource Church in the Leeds episcopal area with a focus on church growth. This post is a key support role in that project and the position requires a person who is excited by the prospects of working in an environment of development and growth.

We have a church membership of approximately 190 adults and 45 children with a broad worship base and a busy schedule of faith and community activities and engagement.

Location and Hours

The role will be based in the church office of St Edmund's Church Hall, LS8 1JN.

This as a full-time role.

Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £18,897 per annum paid monthly in arrears by direct transfer. Remuneration will be reviewed annually in January.

The post is for a fixed term of five years, however, it is hoped that funding will become available to establish a permanent post after the initial five year period.

Access to a stakeholder pension scheme is available after three months' continuous service, The employer will make a contribution of 5% of gross salary on behalf of the employee.

There will be a six-month probationary period with monthly reviews. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata leave (including bank holidays) and should be arranged in advance with the vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. *Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.*

Job description

The purpose of the role is to help facilitate the day-to-day operations and related administrative functions in close co-operation with the Vicar, staff team, the officers of the church, and our team of volunteers.

Key Responsibilities

1) Support St Edmunds vision and mission

This will be undertaken through the key responsibilities listed below.

2) Office Management and General Administrative Services

- a. Provide general administrative support to the Vicar, and staff team.
- b. Administer to diary and appointment arrangements and setting up meetings, when requested.
- c. Deal with statutory documents, e.g., statistical returns, funeral paperwork, wedding registers, wedding certificates and wedding banns applications.
- d. Oversee the maintenance of equipment in the Church Office and assist the wardens and buildings officers with maintenance and service contracts held by the parish.
- e. Assist with the purchase of office equipment where required.
- f. Ensure a safe and clean working environment within the office.
- g. Review and implement procedures to ensure clear, efficient and effective office operation.
- h. Assist and support with parish administrative functions and the volunteers that undertake them, when required.
- i. Working with the Safeguarding Officer, DBS Officer, and staff team on safeguarding and DBS policies and procedures, providing support and administrative assistance as required.
- j. Working with the Health and Safety Team, providing support and administrative assistance as required.
- k. Working with the Data Protection Officer and Data Protection Team, providing support and administrative assistance as required.

3) Operation communications

- a. Manage correspondence, including post, e-mail, and answerphone.
- b. Assist the vicar with change management and communications coordination, as part of the resource church project.
- c. Ensure internal and external notice boards are kept tidy and up to date, in conjunction with the vicar and churchwardens.
- d. Assist the communications team in aspects of hard copy and electronic communications, as and when required, but particularly relating to the resource church project.
- e. Act as a first point of contact for enquiries, whether in person, or by phone, post, e-mail etc.; ensuring they are dealt with politely and professionally and followed up by appropriate action
- f. Provide administrative support to the Vicar in communications matters

3) Administrative Support for Worship

- a. Provide administrative assistance to the Vicar and worship team.
- b. Maintain and coordinate rotas when required.
- c. Manage copyright license reporting and related requirements.
- d. Assist the vicar and clergy team with arrangements for special services.
- e. Support volunteers working in, and on, the church premises and gardens.

5) Management of premises and lettings (Halls)

- a. Manage short-term lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements.
- b. Collect income for short term and ad-hoc lettings.
- c. Manage and resolve any conflicts relating to the use of premises in conjunction with the Hall Management Committee (HMC).
- d. Ensure the premises are clean, tidy and safe for all users including ensuring recycling and rubbish collections are undertaken, in conjunction with the HMC.
- e. Advise the HMC/PCC on matters relating to furniture, resources, equipment etc. and provide administrative support for any purchasing
- f. Promote unused space and market letting opportunities
- g. Maintain accurate records of key holders

6) Buildings (Halls) maintenance and development

- a. Communicate effectively and regularly with the HMC about the state of the premises, maintenance requirements, health and safety concerns etc.
- b. Provide administrative support to the HMC, including record keeping, communication with contractors, payments and short term letting income reports.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar. As this is a new post, the applicant will be expected to keep detailed time keeping records of work undertaken, to help facilitate the review of the roles and responsibilities.

Person Specification

	Sections		E/D
1	Skills, knowledge and aptitudes	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good word processing, power-point and desktop publishing skills • good IT skills and competent in the use of Microsoft Office, in particular Outlook, Word, Excel and Publisher. • ability to innovate, initiate and maintain good and effective administrative procedures. • ability to work both independently and collaboratively and participate as part of the wider staff team. • ability to manage a varied work load efficiently and flexibly to prioritise tasks in order to meet deadlines. • ability to communicate effectively (written and oral) with people at all levels, both inside and outside the organisation. • ability to establish and maintain excellent working relationships with colleagues, particularly volunteers and other contacts. • good skills in presentation, layout and accuracy in text production. • administratively supporting change management within an organisation 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
2	Qualifications, Training and Experience	<p>The administrator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • 5 GCSE's (or equivalent) including English and Maths at grade C or above 	E
3	Personal Attributes	<p>The administrator should:</p> <ul style="list-style-type: none"> • be a person of integrity; • have an understanding of confidentiality issues and the use of discretion; • be sympathetic to the needs of others; • have an openness to learning and change; • have good interpersonal skills. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
4	Disposition and Attitude	<p>The administrator should have:</p> <ul style="list-style-type: none"> • empathy with the faith and mission of the Church of England 	E
5	Special Requirements	<p>The administrator should:</p> <ul style="list-style-type: none"> • be able to attend occasional evening and weekend events where required. • have a knowledge of church worship/ministry • have knowledge of the Church of England – worship, ministry and structures 	<p>E</p> <p>E</p> <p>D</p>