

JOB DESCRIPTION

CHURCH ADMINISTRATOR

St James and St Christopher

Shiregreen

Click here to apply: <https://forms.gle/UCL5jo4EcTs1XNvA8>

Details

Part Time, up to 17.5 hrs a week

£25,500 pro-rata

17.5 hours per week is 0.5 Full Time Equivalent - £12,750

Fixed term 3 year contract, with possibility of extension.

We are open to the possibility of a job-share.

This is a post which is funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role if further funding is available with the current expectation that this could be until 2031. Regular reviews on this will take place. The Diocese of Sheffield have a strong record for applications and grants, but are not in a position to give guarantees.

Holiday entitlement: 25 days per year pro rata, plus statutory bank holidays

Flexible hours, ideally to include some weekday mornings at Church.

Reporting to the Priest-in-Charge (Line Manager) or Church Wardens in his absence.

The Priest-in-Charge will review duties and responsibilities regularly with the post-holder and discuss development, concerns and opportunities for training.

This role will be subject to safer recruitment practices and relevant safeguarding training.

PURPOSE

- To be an effective centre for coordination, information, communication and administration.
- To be a public face of the church, representing the church throughout the week, dealing with the general public and their enquiries.

RESPONSIBILITIES

Below are listed some of the things we anticipate the post-holder being responsible for. We are a new church graft so these things will be flexible and may change over time.

We are also open to shaping the role to suit the gifts of the individual, possibly beyond just admin work - this could include overseeing a foodbank or toddler group, for example.

We will ensure that appropriate support and training is given.

Administrative Tasks

- Perform administrative tasks as requested by the Clergy and Wardens.
- Work alongside volunteers who help with various aspects of church life and admin
- Deal with written/email/telephone enquiries and direct to other persons as necessary.
- Prepare rotas for various aspects of church life (e.g. prayers, readings, kids team etc.)
- Order and store stationery/office supplies as required.
- Photocopying as requested by the Clergy and Wardens.
- Write occasional letters and emails as requested by the Clergy.
- Oversee use of the printer and to arrange repairs and servicing.
- Attend some meetings and take minutes. This will ideally include being PCC secretary, attending PCC meetings and taking notes on the meeting.
- Assist with managing the electoral roll
- Assist with budgeting and managing church finances.
- Join the the prayer life of the church.
- Applying for grants.

Church Bookings

- Maintain the church diary and ensure effective administration of bookings relating to all rooms within the building.
- Invoice room hirers.
- Arrange for someone to unlock/lock up or pick up keys.

Occasional Offices (The Priest in Charge will support you with what is needed for these)

- Ensure effective administration of marriage requests from initial enquiry to register/return entries (Inc. Registry Office) and certificates and to liaise with other relevant persons. Also to arrange for Banns of marriage to be paid for, read and certificates issued.
- Ensure effective administration of Baptism requests including the preparation of registers and certificates.
- Ensure effective administration of bookings for Funerals (arranging organist, verger, sound system operator, and informing other building users).
- As necessary provide quarterly returns for the Diocese.

Information & Publicity

- Be responsible for compilation and maintaining of some parish leaflets and posters and appropriate publicity (e.g. Easter & Christmas).
- Keep the church leaflets and posters tidy and up to date.

Services

- Produce some Sunday orders of service, with support from Priest-in-Charge.
- Produce orders of service for special events (e.g. Memorial Service, Christmas, Easter, Licensing services, etc.)
- Ensure Song lyrics and service booklets are available on screens/printed.

Website / IT / Communications

- Help the church to communicate well - this could involve setting up Whatsapp groups, social media accounts, and helping to create/maintain a church website
- Advertise church events on social media
- Keep our AChurchNearYou web page updated
- Use Microsoft Outlook, Word, Publisher, PowerPoint, Excel and other relevant software (Internet Explorer, Google Drive, anti-virus, back up, etc)

Training

- Attend appropriate training courses as approved by your line manager.
- Attend Diocesan administration and IT/communications training days/events.

Other

- To undertake and other duties as may reasonably be required by the responsibilities of the post

PERSON SPECIFICATION

We are looking for someone who has the following:

- A love of Jesus and a desire to see the church flourish
- Excellent organisational and communication skills
- Strong attention to detail
- A warm, friendly and welcoming personality
- Understands confidentiality and professionalism
- Excellent IT skills
- The ability to work under pressure
- Open to training and learning new skills

Requirement	Essential/ Desirable	How assessed?
Qualifications - Minimum grade C/4 GCSE or equivalent in Maths and English Language	Essential	Application form
Experience • experience of organising church activities • experience of working in similar role • experience as team/project leader, supervision of staff/volunteers • experience of church ministry and mission • experience of premises management • general accounting experience	Essential Desirable Desirable Essential Desirable Desirable	Application form, interview
Knowledge • knowledge of church worship and ministry • knowledge of the Church of England's worship, ministry and structures • knowledge of general accounting	Desirable Desirable Desirable	Application form, interview
Skills and Competencies • excellent written and oral, interpersonal communication skills • strong attention to detail • general office and clerical skills • confident IT skills • strong prioritisation skills and ability to manage workload • excellent organisational skills • ability to work flexibly	Essential Desirable Desirable Essential Desirable Essential Essential	Application form, interview, references.
Personal Attributes • careful listener • ability to respect matters of confidentiality, sensitivity and compassion • ability to work as part of a team of staff and volunteers • enjoy learning and new experiences	Desirable Essential Essential Desirable	Interview, references