



## **Church Administrator**

### **Job Profile**

**November 2025**

Employer:	Whitfield Parochial Church Council (Glossop) Encompassing St James' Church and St Luke's Church, Glossop (Church of England)
Line Manager:	Rev Chris Neilson (Priest in Charge)
Work Base:	The Vineyard (Parish Office)
Work Area:	Glossop (Derbyshire – near Manchester)
Hours:	Part-time. 18 hours per week (Specific hours will be negotiated to ensure appropriate cover across the week and may include occasional evening and weekend work)
Remuneration:	£ 14.84 per hour
Pension:	Employer contribution = 5% of basic pay; employee contribution = 5% of basic pay (4% is taken from net pay, 1% added via tax-relief by our provider (Nest))
Training:	On-going support for training and development
Holidays:	25 days (pro rata from a 40-hour week) + 8 Bank Holidays (pro rata from a 40-hour week)

### **Job Purpose**

To provide effective administration support to Whitfield Parish, Glossop, in fulfilling its mission of, welcoming all to walk with Jesus.

### **Duties and responsibilities**

Whitfield Parish is blessed with volunteers who will support the Church Administrator in achieving their role.

### **Central Administrative Hub and first contact**

1. To provide, enable and improve effective communication within the life of the church and outward to the local community, including;
  - Acting as a first point of contact and welcome for the church by phone, email or in person at the office.

- Discerning and disseminating tasks and activities from initial contact to appropriate staff and volunteers.
  - Providing admin support for church activities, as available and appropriate.
2. To co-ordinate and support volunteers and staff who assist in administration of various church activities, including;
- Production and maintenance of church rotas.
  - Supporting the co-ordination of occasional events, such as Carols in Norfolk Square, Easter Celebrations, harvest, school visits and summer activities.

## **IT and database management**

3. To develop and maintain effective records of church members and fringe contacts to improve communication, publicity, and pastoral care, including;
- Developing a strong working knowledge of our key church management system, helping church members and staff utilise its capabilities better.
  - Maintaining the information on our church management system.
  - Maintaining the Electoral Roll in cooperation with the Electoral Roll Officers.
4. To maintain the IT systems which support others involved in running church activity, including;
- Maintaining the church diary.
  - Maintaining SharePoint online storage of all files and resources.
  - Supporting staff and key volunteers in access to office emails and office software and maintaining IT equipment.

## **Bookings and Buildings**

5. To ensure the effective use of our buildings, including;
- Managing and seeking to increase the bookings and use of the buildings by the church and community.
  - Assisting the church wardens and members of the fabric team in the maintenance of the buildings and other church assets.
  - Procuring supplies, arranging maintenance and organising access as needed.
  - Managing contracts such as for maintenance, utilities and insurance – and provide information for annual budgets.
  - Maintaining compliance of fire alarms, extinguishers, and regular testing.
  - There will be a particular focus on the daily management of The Vineyard centre.

## **Publicity**

6. To play a key role in production of publicity material on posters, websites and social media, including;
  - Advertising church activities online via a range of social media.
  - Updating and developing website pages.
  - Supporting volunteers, staff and content creators in the production of material, regular updates on website and social media.
  - Working with the Priest in Charge and content creators in creating, developing, and maintaining a common brand approach.

## **General Administration**

7. To provide administrative support for the church's programmes and activities, including;
  - Production, maintenance and distribution of notes and tasks assigned in regular programme team meetings. (usually Thursday mornings with wardens, staff and key volunteers).
  - Reporting of annual returns.
  - Maintaining church licences and compliance for CCLI, photocopiers.
8. To manage the paid cleaners and make sure cleaning resources are topped up.
9. To support the Priest in Charge to complete Church of England records, missional statistics and annual returns. Support the wardens/vergers in the maintenance of registers.
10. To support the Priest in Charge and PCC to meet its statutory requirements – including Charity Commission, Health and Safety, Insurance, GDPR – as well as safeguarding checks.
11. To undertake from time-to-time other tasks, as required, in line with the needs of the parish.

## Person Specification

### Essential

1. A Christian who is clearly committed to seeking and serving God, living a lifestyle that promotes the vision and values of the church and sets a good Christian example to others.
2. Organised administrative mind. Personably able to prioritise appropriate tasks, support effective planning, disseminate information and delegate tasks to others.
3. An open, friendly and helpful manner with the public and church folk.
4. Strong IT and computer skills and able to learn and manage various online databases and IT packages competently.
5. Ability to explain and help others to use the IT packages we have.
6. Ability to work with and communicate with people from a church of all ages.
7. A confidential person who garners the respect and trust of others.
8. A clear enhanced DBS disclosure will be required.

### Desirable

9. Ability to design and publish exciting promotional material for events and activities, including posters, flyers, social media posts etc.
10. Relevant experience in working in a Christian church or ministry organisation.
11. The post-holder will be expected to be involved in the normal worshipping life of Whitfield Parish.

### How to Apply

If you would like to apply for this post, then please send a current CV with a covering letter explaining your interest in the job to Rev Chris Neilson at

[vicar@whitfieldparish.org](mailto:vicar@whitfieldparish.org)

Please include 'Church Administrator' in the email subject.

**Please also include details of 2 people who will give references for you** – name, address, phone number & email address. At least one of the two should be a leader in a church or Christian organisation (a minister, group leader, youth leader, churchwarden etc).

If you'd like to have a chat with us about the role, then you can call Chris on 07876402947.

**We need to receive your application by 23<sup>rd</sup> December 2025**

**Interviews will be held on 12<sup>th</sup> January time TBC**