

Church Administrator - St Johns Park

Job Description

Job Title: Church Administrator

Hours: 20 hours per week

Salary: £25,500 pro rata

Contract Type: Permanent, subject to ongoing funding (currently secured until 31 December 2030).

Reporting to: Priest-in-Charge

Working alongside: Small staff team, PCC, and volunteers

Location: St John's Park, Sheffield

Date of issue: 14 January 2026

Background to the Post

St John's Park is seeking to employ a part-time Church Administrator who is passionate about seeing the transforming power of Jesus at work through the local church.

This post is funded by a grant from the National Church Strategic Mission and Ministry Investment Board until the end of 2030. There will be opportunities to review and potentially extend the role should further funding become available.

Overall Purpose of the Post

The purpose of this role is to support the mission and ministry of St John's Park by:

- Acting as an effective centre for coordination, information, communication, and administration.
- Releasing the time and energy of staff and volunteers for mission activity by managing routine administrative tasks.
- Supporting and upskilling members of the church through the development of effective systems and processes.
- Serving as a public face of the church during the week, responding to enquiries from the general public.

Responsibilities and Accountabilities

1. General Administration

- Carry out administrative tasks as requested by staff team members and volunteers.
- Manage the church inbox and telephone line.
- Support the preparation of rotas and communication with volunteers.
- Order and monitor stationery and cleaning supplies.
- Process payments, invoices, and expenses in a timely manner.
- Maintain the church's "A Church Near You" webpage.
- Attend meetings and take minutes, including (ideally) acting as PCC Secretary.

2. Church Bookings

- Maintain the church diary and oversee administration of bookings for all rooms within the building.
- Manage room hire payments.
- Arrange access to the building, including key collection and opening/locking arrangements.

3. Church of England Administration

- Administer marriage requests from initial enquiry through to registration, including liaison with the Registry Office and issuing certificates.
- Arrange payment for, reading of, and certification of Banns of Marriage.
- Administer baptism requests, including preparation of registers and certificates.
- Coordinate funeral bookings, including arranging organists, vergers, sound system operators, and informing other building users.
- Complete quarterly diocesan returns as required.

4. Buildings Maintenance Administration

- Coordinate contractors regarding access, timelines, and invoicing.
- Liaise with the Diocesan Advisory Committee (DAC) to submit Faculty and List B applications.
- Support the Revitalisation Church Buildings Officer (Diocese) and the volunteer Buildings Team Lead in developing and maintaining a

building maintenance plan, drawing on Quinquennial Inspection Reports.

- Work with the PCC and Resourcing Churches Officer to schedule works, complete paperwork, and process invoices.
- Ensure, in collaboration with the PCC and Priest-in-Charge, compliance with health and safety legislation.
- Support grant applications where possible, working with the volunteer grant-writing lead.

5. Other Duties

- Be based in the office at St John's Park during agreed working hours.
- Attend training and personal development courses as approved by the line manager.
- Attend diocesan events when required.
- Participate in team rhythms of prayer and worship where possible.
- Attend team days on Tuesdays.

Generic Responsibilities

- Follow all health and safety instructions and report any concerns immediately.
- Adhere to PCC data protection and GDPR policies.
- Undertake other reasonable duties as required.

Person Specification

Personal Qualities

- A love of Jesus and a desire to see the church flourish.
- Warm, friendly, and welcoming personality.
- Professional, discreet, and able to maintain confidentiality.
- Willingness to learn and undertake training.

Qualifications

- GCSE grade C / 4 or above (or equivalent) in Maths and English (Essential).

Assessment method: Application form

Experience

Essential: - Experience of organising church activities. - Experience of church ministry and mission.

Desirable: - Experience in a similar administrative role. - Experience of team or project leadership, including supervising staff or volunteers. - Experience of premises management. - General accounting experience.

Assessment method: Application form / Interview

Knowledge

Desirable: - Knowledge of church worship and ministry. - Knowledge of the Church of England's worship, ministry, and structures. - Knowledge of general accounting principles.

Assessment method: Application form / Interview

Skills and Competencies

Essential: - Excellent written, oral, and interpersonal communication skills. - Strong attention to detail. - General office and clerical skills. - Confident IT skills. - Ability to prioritise effectively and manage workload. - Strong organisational skills. - Ability to work flexibly.

Assessment method: Application form / Interview / References

Personal Attributes

Essential: - Ability to handle confidential matters with sensitivity and compassion. - Ability to work effectively as part of a team of staff and volunteers.

Desirable: - Enjoys learning and new experiences. - A careful and attentive listener.

Assessment method: Interview / References

Assessment method

Candidates will be assessed through review of the application form, reference checks, and interview performance.

This position is subject to a probation period of three (3) months, during which performance and role fit will be evaluated.