



BRADFIELD
CHURCH



**Church
Administrator**

Introduction

Thank you for your interest in joining the team at Bradfield!

Bradfield Church (St Nicholas) is looking to expand the current mission and ministry of the church. We are part of a national church-funded revitalisation project which looks to invest in contexts with potential. The funding we have secured is until June 2031 and includes support for a Children's and Families Minister, a Church Administrator, and funds for better resourcing the church building. There is also a diocesan support team that helps support the projects as they explore growing the ministry in their contexts.



About the church

The church has a rich heritage dating back to 1109. We are looking forward to building on the good foundations that we have, whilst developing a church which better serves the needs of the community and extends its missional focus. We recently had the back of the church reordered to include two toilets and a kitchen space, which will be an encouraging asset to our building. In this season of church revitalisation, we are looking for people to join our team who are passionate about pioneering innovative and rural ministry. We desire to expand the age profile of the church and encourage children, families, and young adults to join in the adventure. A big part of the project is also setting up healthy systems, processes and foundations to enable the church to thrive.

We currently have a 10:30 am service which has, on average, 58 adults and 5 children aged 1-6 years old. We have active bell ringers, a flower group, and mothers union. We will soon be launching projects which are children-focused, support groups for men and a healthy social programme.



About Bradfield



There is a small rural population in the actual parish of Bradfield, but there are approximately 20,000 people within ten minutes' drive. Low and High Bradfield are desirable areas which often attract many visitors due to their beautiful setting. The church has good links with local businesses, pubs and schools, which have the potential to develop further. In Low Bradfield, there is a village hall which has often been used for church and community events, and is a space which could be used to expand the work of the church.



The project is also linked with Wadsley church, a neighbouring resource church parish, who are providing oversight, resources and a church graft team which we hope to launch in September.



Our Vision

Encounter God. Belong together. Love Bradfield

In May 2026, we launched our initial vision for the church. As we explore and discern where God is leading us, the Administrator will play an important role in shaping vision, culture and the mission of the church.

We believe the church of God is called to love God, love each other, and share the love of God with those around us. Our vision is shaped around these truths and inspired by Psalm 84, which we believe is an important verse for us in this next season

“Bradfield Church, St Nicholas, seeks to be a welcoming place where all can encounter God, belong together as we grow in Christlikeness and share the love of God with the community of Bradfield.”

Application Information

Job title: Church Administrator

Hours: up to 20 hours (option for flexibility)

Salary: £13,988 pro-rata (£24,479 FTE)

Employer: St Nicholas Church, Bradfield PCC

Reporting to: Revd Will Gowers

This is a 20-hour fixed-term post until June 2031 with the potential for a renewed contract dependent on funding.

The post has a level of flexibility with how many and how the hours might be worked, with term-time-only contracts considered. Although most of the working hours will be within office hours, there will be the potential for evening and weekend work.

The holiday entitlement for this post is dependent on the agreed hours; however will include the 8 bank holidays and the 3 days during Christmas and New Year when the office is closed.

The post will be enrolled on a generous pension scheme.

There is an occupational requirement for the Church Administrator to be a practising Christian due to the nature of the role. There is no requirement, although it is desirable, for the Church Administrator to be a member of Bradfield Church.

To apply, please send your CV and a covering letter by midnight on Monday, 8th September to will.gowers@bradfieldchurch.org.

Please also include two referees, including your current employer or if you are unemployed, your previous employer, your church minister or other relevant church leader.

If you have any questions or would value an informal conversation about this post, please contact Revd Will on will.gowers@bradfieldchurch.org or 07354887660

Job Description

This role is a new position. The job description reflects what the role might include.

General responsibilities

- Administrative tasks related to worship services and activities during the week. Such as a service booklet when required.
- Liaise with the appropriate people, organise the involvement of others in services, and develop a quarterly rota.
- Maintain social media posts across the platforms that Bradfield Church uses, such as Facebook and Instagram.
- Oversee electronic and paper-based communications
- Be the first point of call in responding to incoming communications
- Design and oversee the distribution of promotional material, including maintaining notice boards and other signage.
- Attend and prepare for staff, supervision and other meetings as required.
- Support the admin for life events (Baptisms, weddings and funerals)
-

Building and Finance

- Maintain the stock of certain items needed for the church.
- Liaise with the church wardens to obtain quotes and schedule workers for maintenance issues as they occur.
- Admin related to the church yard
- Assist the church treasurer by researching and submitting grant fundraising applications to aid the work within the parish.

Record keeping and data processing

- In line with GDPR guidance, keep an up-to-date record of people's data, including suitable consents.
- Work with the Oversight Minister and Church Wardens on returning data to the various Church of England bodies.
- Ensure the information, process and paperwork are in place for the APCM (Annual Parochial Church Meeting)

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the project.

Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	• Experience in administration work, either paid or voluntary	• Experience of working in a Church environment • Knowledge of the Church of England structures, rules and procedures.
SKILLS/KNOWLEDGE	• Highly proficient I.T. Skills including the use of Microsoft Office. • Excellent organisational skills • Good written English • Ability to adapt and learn quickly • Accurate record keeping	• IT skills: ◦ Social Media ◦ Website platforms ◦ Churchsuite/Iknowchurch ◦ Microsoft Admin Portal ◦ Canva • Interpersonal skills • Creative • Grant writing experience
PERSONAL ATTRIBUTES	• Person-centred and approachable. • Able to be an ambassador for the church • Be adaptable and operate in a flexible way. • A good eye for detail • Ability to prioritise workload • Ability to maintain confidentiality • Ability to thrive in a team and work independently • Model healthy boundaries • Open to developing new skills and ways of doing things • Ability to handle a number of different projects and deadlines at once • Has a good sense of humour and doesn't take themselves too seriously!	