

Role Title:	St John's Church Administrator
Role Overview:	The primary function of this role is to enable the vicar, staff and volunteers of St John's to flourish by providing administrative support in a variety of ways.
Purpose:	The purpose of this role is to carry out administrative tasks that will release the community of St John's in their ministries and to play a key role in the Staff team and as part of the Church family.
Location:	Because of the nature of the work, you will be required to work from St John's church office. Your desk will be in the reception area to enable you to greet visitors.
Responsible to:	The Operations Manager and Executive Assistant (OMEA)
Wider brief and fit with the organisation:	Your role is answerable to the OMEA who will prioritise your workload, although you will be required to liaise with the vicar and other staff members. Your role is flexible and by its nature you will be required to undertake a variety of tasks as required.
Core responsibilities:	
Sunday Team support <i>Building Great teams</i>	Supporting the Vicar by managing and enabling Sunday teams (under the direction of the OMEA) To carry out this role, you will be required to attend Sunday services (normally morning, which will be included in the working hours)
Sunday Team Support – Worship	Role includes supporting the Worship Pastor and Families Pastor. Which could include ensuring all services are planned and inputted into the Song Management Software. You will be responsible for producing weekly notice 'reels' and individual slides for notices. Uploading sermons onto Spotify each week and making sure the website is up to date with relevant information. Other admin task for the Families Pastor as needed.
Occasional Offices	Managing all details of baptisms, weddings and funerals, liaising with clergy, funeral directors, vergers, and musicians. Ensuring fees are paid and records kept appropriately.
Managing bookings and operations support	Supporting the OMEA in managing the day-to-day operation of the bookings and events for both the community centre and Church Centre. Including assisting with bookings, invoicing and managing cleaning rotas as required.
Social Media and Comms	The delivery of our communication strategy which could include social media, updating our website, production of our weekly News Sheet and other publicity as required.
Finance Admin	Assisting the OMEA with finance admin where required. Ordering admin and church supplies as required.
Overseeing the Office	You will ensure the office is open and create a 'culture of welcome', including answering phone calls, emails and welcoming guests. At least 4 days a week (for at least 4.5 hours per day).
Main Duties	General Administration duties as required including the production of APCM documentation, filling in of diocesan return information and updating registers.

General	<ul style="list-style-type: none"> • Team responsibilities include attending staff prayer meetings and team meetings as agreed. • Attending church events and gathered prayer meetings as part of the staff team • Participate and contribute to regular line management meetings • Commit to personal development through reading and training • Attend staff retreats • Undertake any other duties that may be reasonably required
Opportunities to Develop / Training:	<p>We will support you in any training you require, we will also encourage attendance at New Wine</p>
Terms and Conditions	<ul style="list-style-type: none"> • 20-22 hours a week spread over a minimum of 5 days (including 2.5 hours on Sunday (usually morning)) Whilst there is some flexibility we would ideally like the office to be staffed from 9:00-13:00 each day • There will occasionally be the requirement for evening and weekend work. (for which time off in lieu will be given) • £26,208 -£28,000 pro rata (based on a 40 hour week) • 4% pension contribution. • 31 days (pro rata) including bank holidays and 3 days to be taken between Christmas and New Year. • A Basic DBS will be required

Personal Specification:

	Essential	Desirable	Evidenced by
Qualifications:	Educated to at least GCSE with Maths and English at least to grade 5	A Levels	C.V. certificates
Knowledge & Experience:	Excellent organisational and administrative skills Experience of managing volunteer teams Proven experience (2yrs+) of an Administration role Some experience of social media and publicity.	Experience of working in a Church Context Experience of updating websites (not programming) Some experience working with finances	Interview, presentation, application form
Technical Proficiency:	Proficient user of Microsoft word, excel	Familiar with Canva, Churchsuite	C.V.
Communication Skills:	Strong written, spoken and presentational skills Excellent verbal communication Relates well to all kinds of people inside and outside of the congregation. Good and active listener Empathetic and adept at facilitating sensitive or uncomfortable conversations	Experience of presenting	Interview, presentation
Personal Attributes / Character:	Creative problem solver Reliable & Punctual Self-starter and with proven ability to manage own priorities Proven ability to deliver to deadlines and service competing demands The ability to keep confidential A 'good' Team Player A willingness to adapt to differing Demands	Thrives within a flexible working pattern	Interview / C.V.
Occupational Requirements	There is an Occupational Requirement for the postholder to be a practicing Christian who is comfortable with New Wine Vision and Values. The post is subject to a Standard DBS disclosure	A valid driving licence	

