

	<b>Job Description</b>
<b>Post title</b>	<b>Church Office Manager</b>
<b>Employer</b>	<b>St Johns Colchester</b>
<b>Responsible to</b>	<b>The Vicar</b>
<p><b>Job Summary</b></p> <p>The Church Office Manager will be responsible for the overall administration of the church and community centre this will include, but is not limited to, supporting the Vicar, managing other administrative colleagues and the caretaker. You will ensure the smooth running of the church business by building positive relationships with colleagues, volunteers and users of the church and community centre.</p> <p>This is a key role in the life of St John's Church and it is essential that you are committed to serving Jesus and the church family.</p>	
<p><b>Main responsibilities</b></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Provide line management for the church office administrator and the caretaker, ensuring that annual reviews are undertaken and that any training is carried out to ensure they are able to carry out their duties effectively and efficiently.</li> <li>• Manage the church payroll liaising with the payroll provider.</li> <li>• Oversee the creation and management of a church database ensuring compliance with Data Protection requirements.</li> <li>• To ensure that the communication plan for year is updated and circulated appropriately.</li> <li>• To ensure that the maintenance schedule is updated and maintenance is carried out.</li> <li>• Review utility contracts on a regular basis to ensure value for money.</li> <li>• Ensure that the church meets and maintains Data Protection responsibilities.</li> <li>• Ensure that the church meets and maintains Health and Safety responsibilities.</li> <li>• Take an active part in the daily life and the future development of the church. This will involve taking an active role in strategy, attendance at various committees and providing advice and guidance where appropriate and within the scope of your role.</li> <li>• Lead on various projects and arrange events as and when required utilising volunteers as necessary.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Provide administrative and PA support to the Vicar.</li> <li>• To be responsible for all human resource matters including, recruitment, contracts of employment, induction and training.</li> <li>• To ensure that HR policies are up to date and available to all employees.</li> <li>• To have an overall responsibility for grant applications liaising with volunteers as necessary.</li> <li>• To arrange and administer, baptisms, confirmations, weddings and funerals.</li> <li>• Liaising with the Vicar administer and publish the church service schedule, arranging for guest speakers when required.</li> <li>• Assist with the completion and return of statutory documents including returns, registers, certificates and applications.</li> <li>• Assist with the content and maintenance of the church website and production of leaflets liaising with volunteers as appropriate.</li> </ul>	

- Recruit, induct and train volunteers as required to support the church office and other functions of the church buildings ie cleaning team.
- Ensure that an IT support contract is in place and maintained reporting any issues in a timely manner to ensure that all IT/printer issues are resolved quickly and efficiently.
- Deal with general enquiries in person, by post, phone and email, ensuring they are followed up by appropriate action.
- Be an ambassador for St John's Church within the parish and wider community.

### **Community Centre**

Work with the church office administrator to ensure that the building is cleaned and maintained appropriately and in line with the maintenance schedule.

- Carry out any other duties as reasonably requested.

This job description is subject to change and modification.

I accept this job description

Signature

Date

<b>Person specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to A Level standard</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Time management skills: ability to work well under pressure, prioritise and meet deadlines</li> <li>• IT competence, good literacy and numeracy skills</li> <li>• Good organisational skills with the ability to take initiative and work independently and proactively when required</li> <li>• Excellent communication skills</li> <li>• Leadership</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using tailored computer packages</li> <li>• Experience of working in an administrative capacity</li> <li>• Experience of supervising/managing people</li> <li>• Able to work with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a customer service environment</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Personal Christian faith consistent with the values of St John's Church</li> <li>• Flexible with working hours and approach to work</li> <li>• Willing to work as part of a team</li> <li>• Understands and is committed to the SJC vision</li> <li>• Relates well to all kinds of people, inside and outside of the congregation, builds rapport with people and uses diplomacy and tact when dealing with sensitive issues</li> <li>• Has an understanding of SJC values and can demonstrate these on a daily basis</li> </ul>	