

Church Administrator

JOB PROFILE	
Title:	Church Administrator
Reports to:	Rector
Location:	Parish of St Leonard, Wollaton
Basis of employment:	20 hours per week
Start date	September 2022 (earlier by agreement)

PURPOSE OF ROLE
<ul style="list-style-type: none"> • To ensure efficient operation of the church office in support of the ministry and mission of St Leonard's. • To provide a high quality, friendly and responsive point of contact for anyone contacting St Leonard's or visiting the church premises. • To support effective communication with both the church (including the Deanery, Diocese and other local churches) and wider community.

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> • To provide administrative support to the clergy and volunteers relating to the ministry and mission of the church. • To respond to correspondence, enquiries and requests relating to baptisms, weddings, funerals, and other matters; involving clergy and other church members as appropriate. • To keep information on the church website, social media and noticeboards up to date and tidy. • To maintain up to date, accurate records in support of church ministry. • To assist in preparing resources for weekly worship services and occasional offices, including the setup of Zionworx (projection software). • To produce the regular notice sheet. • To manage the church diary, arranging appointments and meetings when requested. • To produce rotas supporting the ministry of the church (e.g. service rota) and management of the premises (e.g. opening and closing). • To ensure contracts relating to the operation of the church premises and maintenance of equipment are managed in a timely and cost-effective manner (e.g. insurance, utilities, office equipment, alarms, electrical appliances, fire extinguishers). • To liaise with other key members of the church involved in managing finance (e.g. Finance Officer, Treasurer).

PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	<p>A person of integrity who maintains confidentiality and acts with discretion.</p> <p>Friendly, calm, professional and welcoming.</p> <p>Self-motivated.</p> <p>Works well both alone and with others.</p> <p>Strong empathy for, or commitment to, Christian faith and the ministry of the church.</p>	
Competencies and Skills	<p>Good IT skills. Familiar with Microsoft Office (Word and Publisher) and Google products.</p> <p>Ability to engage with other software products in support of church activity (e.g. Zionworx, Zoom).</p> <p>Strong interpersonal and communication skills.</p> <p>Ability to manage workload and meet deadlines.</p>	<p>Ability to design/produce good quality publicity material.</p> <p>Experience of working in a Christian environment.</p>
Qualification and Experience	<p>Educated to A level standard or equivalent level of work experience.</p> <p>Experience of administrative work.</p>	<p>Experience of working with volunteers.</p>
Knowledge and Understanding	<p>Maintain a general knowledge of Church of England regulations and practices.</p> <p>Understanding of Safeguarding requirements.</p> <p>Understanding of GDPR and ability to implement regulations</p>	<p>Understanding of Health and Safety issues.</p>

TERMS OF EMPLOYMENT	
Work pattern	<p>Normal working hours are 20 hours per week distributed through the week (exact timings to be agreed). Some flexibility may occasionally be required.</p> <p>Office space is provided in the church extension.</p> <p>Parking is available at St Leonard's Community Centre.</p>

Salary	<p>The hourly rate is £10.50 (Annual FTE £19,110 based on 35hrs/wk). Salary paid monthly in arrears.</p> <p>The PCC has a legal obligation to automatically enrol the post holder into an occupational pension scheme (under the provisions of the Pension Act 2008 the post holder is entitled to opt out).</p>
Holiday	Pro-rata equivalent to 28 days holiday per annum, plus 8 bank holidays. To be arranged by agreement with the Rector.
Sick Pay	Statutory
Probationary Period	6 months
Special Requirements	<p>The post-holder must be in sympathy with the aims and objectives of St Leonard's and the Church of England.</p> <p>Completion of Church of England Safeguarding Training (Basic Awareness and Foundation) is required.</p>

About St Leonard's, Wollaton

St Leonard's is a friendly, welcoming church serving a parish community of about 16,000, located on the western edge of the City of Nottingham.



St Leonard's Wollaton
Living for Jesus

Our Vision is:

To be a joyful and vibrant church empowered by the Holy Spirit, committed to sharing God's love with the wider community, welcoming partnership with others, so that all may be drawn in to the abundant life of Christ.

Our priorities in mission are:

- building the next generation of church
- building relationships with people who find themselves in marginal and vulnerable situations
- building authentic community