

### JOB PROFILE

<b>Title</b>	Church Administrator
<b>Reports to</b>	Rector
<b>Location</b>	Parish of St Leonard, Wollaton
<b>Hours</b>	20 hours per week
<b>Start Date</b>	July 2026

### PURPOSE OF ROLE

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

- Provide administrative support to the clergy and volunteers relating to the ministry and mission of the church.
- Respond to correspondence, enquiries and requests relating to baptisms, weddings, funerals, and other matters; involving clergy and other church members as appropriate.
- Keep information on the church website, social media and noticeboards up to date.
- Maintain up to date, accurate records in support of church ministry.
- Assist in preparing resources for weekly worship services and occasional offices, including the setup of EasyWorship (projection software).
- Produce the regular notice sheet.
- Manage the church diary, arranging appointments and meetings when requested.
- Produce rotas supporting the ministry of the church (e.g. service rota) and management of the premises.
- Ensure contracts relating to the operation of the church premises and maintenance of equipment are managed in a timely and cost-effective manner.
- Liaise with key members of the church involved in managing finance (e.g. Finance Officer, Treasurer).
- Purchase and manage church supplies.
- Work closely with the Parish Safeguarding Officer supporting with administration and the volunteer recruitment process.

### PERSON SPECIFICATION

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

### TERMS OF EMPLOYMENT

<b>Work Pattern</b>	20 hours per week distributed through the week (exact timings to be agreed). Some flexibility may occasionally be required. Office space is provided in the church extension. Parking is available at St Leonard's Community Centre.
<b>Salary</b>	£13.85–£14.66 per hour based on experience and qualifications (annual FTE £26,114–£27,635 based on 36.25 hrs/wk). Paid monthly in arrears. The PCC will make a 10% contribution to an occupational pension scheme.
<b>Holiday</b>	25 days per annum plus 8 bank holidays, pro rata.
<b>Sick Pay</b>	Statutory
<b>Probationary Period</b>	4 months
<b>Special Requirements</b>	The post-holder must be in sympathy with the aims and objectives of St Leonard's and the Church of England. The post will be offered subject to enhanced DBS clearance. Completion of Church of England Safeguarding Training is also required.

### 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. We are proud of our history and are fortunate to worship God in a building where people have encountered his presence for over 800 years. We are deeply committed to helping people discover how God is present and at work in their lives today, and sharing his love in practical

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ways that bless those around us. We are excited about what lies ahead as we continue to serve God and this community that he loves as he guides and directs us.