



## Job Description – Senior Church Administrator

### The Role

We are looking for a gifted, experienced and skilled administrator to come and join St Margaret's Church on a full time basis (37.5hrs/week) to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Rector, Staff Team and the Officers of the church.

As a conservative evangelical Anglican church, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, support the spiritual life of the church, and work actively to support our ministry and vision. It would be desirable if the post-holder attends services on Sundays.

Along with our Rector and Staff Team, this post is key in enabling growth in the ministry and mission at St Margaret's. In line with our vision, *Knowing Jesus Christ better and making him better known* and as well as providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, better enabling us to serve our locality.

This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills. In addition, excellent IT skills are essential.

### Context

St Margaret's is a large evangelical anglican church in the village of Angmering, West Sussex. Angmering is primarily residential and the church provides focal points for various community activities.

Our electoral roll is currently 362 and we have approximately 240 adults and 35 children regularly attending on Sundays, across four Services.

The Senior Church Administrator will be part of the Staff Team and will attend weekly Staff Team meetings. Details of our current Staff Team can be found on the church website.

The role will be based in the church office of St Margaret's Church, Arundel Road, Angmering, West Sussex BN16 4JS.

Some flexibility of hours may be required for the post-holder to attend occasional evening or special weekend meetings.

## Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The gross annual salary will be between £24,000 and £27,000 depending on experience.

There will be automatic enrolment in a pension scheme, although there is a right for an employee to opt out of this. Contributions are paid into this scheme at the rate of 4% by both employee and employer. Life cover of 2 times annual salary is also provided by additional contributions from the employer.

There will be a three-month probationary period. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holiday entitlement is 25 days excluding bank holidays. Leave should be arranged in advance with the Rector, bearing in mind the particular demands of preparation for major church festivals.

The Rector and Churchwardens will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training.

## Key Responsibilities

### Support St Margaret's Vision and Mission

#### Office Management and General Administrative Services

- Provide general administrative support to the Rector and Staff Team
- Administer the church diary, arranging appointments and setting up meetings when requested
- Act as Electoral Roll Officer
- Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the church, (e.g. Photocopier, Alarm system, Fire Appliances, Boiler inspection)
- Assist with the purchase of office equipment
- Ensure a safe and clean working environment within the office
- Review and implement procedures to ensure clear, efficient and effective office operation
- Encourage, develop and manage volunteers to assist with administrative and management functions
- Collaborate and work efficiently with the Parish Secretary for whom the post holder would be line manager

#### Communications

We recognise at St Margaret's that good communication, both external and internal, is a key part of our mission statement – *Knowing Jesus Christ better and making him better known*. In an increasingly digital age, we are looking for someone who has excellent IT skills and is able to manage and develop our *Communications Project* which we started two years ago. The post holder will also need a good understanding of marketing and branding.

- This involves:
  - Website administration
  - Social Media administration
  - Production of internally produced marketing material
  - Production of the weekly news sheet and e-bulletin
  - Editing and uploading sermons and Homegroup material
- Act as first point of contact for all enquiries whether in person, or by phone, post, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action
- Manage all church correspondence, including post, e-mail, and answerphone
- Ensure internal and external notice boards are kept tidy and up to date
- Co-ordinate biannual village leaflet distribution for the Fun Day and Christmas
- Co-ordinate production, together with the PCC Secretary, of the church's Annual Reports in preparation for the Annual Parish Church Meeting
- Responsible for maintaining and policing the church's branding on all documents and publicity material liaising with our graphic designer – Andy Ashdown of Ashdown Creative where appropriate
- Manage the office administration software – ChurchSuite
- Co-ordinate and place external print advertising and editorials

## Administrative Support for Sunday Services & Other Meetings

- Provide administrative assistance to the Rector and Music Team including the production of slides for the church screens
- Maintain Audio Visual and IT systems
- Organising and overseeing the Media Team rotas for Sunday and other services
- Manage copyright licence applications and requirements
- Coordinate and advise, together with the Parish Secretary, on arrangements for celebration services e.g. weddings, funerals, baptism (e.g. bells, organist, hall, invoicing, baptism card, etc)
- Support and encourage volunteers working in church premises and gardens

## Event Management

- Organise and coordinate
  - Church Weekends
  - Staff and Wardens Away Days
  - Outreach Events
  - Social Occasions
  - BBQs

## Finance

- Working closely with the Church Treasurer in ensuring that finances operated through the Church Office are handled safely and efficiently
- Responsibility for the administration and catering budgets
- Control invoice/expense payments to contractors, suppliers and others
- Maintain petty cash record
- Weekly banking of donations and other income

## Simple Quality Protects Administration

Maintaining our status as a church that has completed the Diocesan initiative 'Simple Quality Protects' (see Diocese of Chichester Safeguarding website)

- Responsible for:
  - Health and Safety
  - Food Hygiene
  - Fire Assessment
  - Disability Issues
  - Risk Assessments

## Other Responsibilities

- Act as St Margaret's
  - Data Protection Officer
  - Safeguarding Officer
- Administer DBS checks and records

## Management of premises and lettings

- Manage regular lettings, including collecting and giving regular feedback to tenants, ensuring an on-going constructive dialogue
- Manage ad-hoc lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements
- Collect rental from regular and ad-hoc lettings
- Update, issue and enforce lettings contracts
- Manage and resolve any conflicts relating to the use of premises
- Ensure the premises are clean, tidy and safe for all users including ensuring recycling and rubbish collection
- Purchase sufficient materials and equipment for cleaning
- Advise the PCC on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing
- Promote unused space and market letting opportunities
- Maintain accurate records of key holders
- Responsible for weekday security of buildings and monitor the CCTV and other alarm systems.
- Act as first response 'on call' for any emergency.

## Building maintenance and development

- Communicate effectively and regularly with the Churchwardens about the state of the premises, maintenance requirements, health and safety concerns etc
- Overseeing the cleaners of the Church Hall and Vestry
- Provide administrative support to the Churchwardens including record keeping, communication with contractors, payments
- Oversee insurance requirements and act as main point of contact with insurers

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Rector.