

# Job Description for Church Administrator

## St. Andrew's, Hove



### Overview of Role

We are seeking to appoint a gifted and experienced administrator to join the team at St. Andrew's Church on a flexible, part-time basis to support our ministry.

The purpose of the role is to supervise and facilitate the day to day administrative operations of the church including general secretarial duties, communications, financial administration and ad-hoc tasks in co-operation with the Vicar and volunteer team. The administrator will often be the first point of contact for people outside the church community. In line with our vision to 'Love God & Love Hove like Jesus and see our world transformed for the better', as well as providing effective administration within the church, the post-holder will be expected to be a warm and welcoming first point of contact to the church when answering phone calls, responding to emails and interacting with people in the office.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. There is a genuine occupational requirement for the post-holder to share the church's vision as the job involves and understanding of and participation in the life and worship of St. Andrew's (details of our faith and our vision can be found on our website – [standrewshove.org/about-us](http://standrewshove.org/about-us)).

### Context

We are a welcoming and active Anglican parish church located in the heart of Hove within a vibrant community. The church office is located within the church and we have a separate hall in the same grounds.

### Personal Qualities

The successful applicant will:

- have good inter-personal skills, a welcoming disposition and excellent communication abilities (written & oral)
- be well organised, able to be self-motivated and use initiative & be able to work with others well

### Skills and Experience

- Previous administrative experience is preferred.
- General IT skills, including a good knowledge of Microsoft Office, are essential
- Familiarity with website maintenance and social media would be advantageous.
- Ability to work alone, setting priorities and using initiative
- Ability to multi-task.

### Duties

1. To manage processes, systems and paperwork of the church including:
  - Production of weekly service booklets and noticesheets
  - Photocopying material when required

- Filing
  - Administration and documentation for occasional offices – weddings, funerals, Burial of Ashes, baptisms and thanksgivings, as required.
  - Production of rotas as required
  - Administration of and communication with hall and church grounds rental users
  - Manage petty cash and payroll for staff, issue payments for expenses and, in conjunction with the treasurer, upload year end accounts.
2. To manage communication of the church office including:
    - Deal with enquiries in person, by mail; phone; email and website
    - Keep publicity up to date via noticeboards inside and outside church and outside school
    - Maintain online church calendar
    - Update church website (with possibility of including social networks)
  3. To manage resources of the church office and church utilities including:
    - Photocopier, filing, stationary and other church supplies etc
  4. To participate in ongoing professional development and fulfil any training requirements as agreed between the Vicar and the Church Administrator
  5. To undergo financial administration
    - Weekly bookkeeping
    - Monthly setting up of invoice payments to be authorised
    - Attending monthly finance meetings (during working hours)

Duties may be regularly reviewed with the Vicar to discuss development, common concerns and opportunities for training.

## **Conditions of Employment**

Management: The Church Administrator will be employed by the PCC and will be line-managed and directly responsible to the Vicar. Our Church Wardens will act as a support to the Church Administrator and there is a right of appeal to the Church Wardens in case of any serious difficulty.

Hours and Place of Work: The Church Administrator's role is advertised as 8 hours per week. A split between working remotely and on site (St. Andrew's Church, Church Road, Hove, BN3 2AD) can be negotiated between the candidate and employers.

Salary: The salary is £14 per hour (circa £27k FTE)

Annual leave: 5 weeks pro rata (40 hours) and should be arranged in advance in consultation with the Vicar and with consideration for preparation for major church festivals such as Easter and Christmas.

Probationary / Notice Period: There will be a six-month probationary period with a three-month review point. 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.

Sick Pay: Statutory provision

Pension: the position is not pensionable