

St. Alkmund's Church Derby

Church Administrator

24 hours a week

We are seeking a highly organised administrator to oversee the office and venue hire of our facilities. We are a busy, medium size church with ministries running daily, as well as a wide variety of groups within the community hiring the use of our building.

This is an important role at the centre of our operations, where you will be the friendly face of St. Alkmund's to our community groups, venue hire customers and members of the church congregation.

The church administrator position entails a broad range of responsibilities and tasks working in close co-operation with the clergy, staff team, churchwardens and volunteers. This key role supports and enables the efficient and effective functioning of St. Alkmunds. The post-holder will be a visible, welcoming voice and face of our church through efficient, friendly correspondence with church members, ministry leaders and the wider community to best serve our parish.

An important aspect of this role is to continue to develop a thriving community venue, building upon relationships with existing hirers and making new connections to those who have expressed an interest in using our space as well as efficiently administrate all aspects of hiring out our rooms with quality service, communication and invoicing.

We are seeking a gifted communicator, with previous administration experience who:

- Can work well within a team, taking initiative and with an ability to work within a busy environment with multiple demands.
- Has excellent communication skills (oral and written) and interact effectively with the congregation, the church staff team, bookkeeper, & the wider church community
- Is able to prioritise workloads and is flexible
- Has the requisite IT skills for the role
- Self-motivated, positive, enthusiastic, resilient and patient
- Exercises discretion
- Is in sympathy with the aims and values of the Church of England

The salary for the successful candidate will be £13.80 per hour

For further information – job description & person specification – please go to our website:

<https://www.stalkmunds.org.uk/connecting-admin>

Email a CV along with a cover letter explaining why you should be considered for the role, along with two references to churchwarden@stalkmunds.org.uk

This role is subject to an enhanced DBS check.

Closing Date: 23 January 2023

Interviews: 30 January 2023