

St. Alkmund's Church, Derby

Church Administrator Job Description

St. Alkmund's is 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.

Our staff team includes a minister, an associate minister, a curate, a children and family's minister, a lay pioneer minister and caretaker.

The role is 24 hours a week at £13.80 per hour, across a minimum of 4 days a week to include Thursday in order to attend the weekly staff meeting.

Aims of the Post

- Be a visible and welcoming face and voice of St Alkmund's Church
- Maintain and develop the existing administrative processes within the church office
- Ensure there is excellent administrative support for the clergy, the churchwardens, other members of the church staff team and ministry leaders
- Manage the room hiring system at the church and coordinate with keyholders
- Assist with communication both within and beyond the church
- Coordinate administrative volunteers

People Links

- Report to the vicar on a day-to-day basis
- Be accountable to the church wardens
- Maintain healthy working relationships with clergy, the churchwardens, the church staff team, ministry leaders and the wider congregation
- Have a friendly and hospitable approach to external room hirers and neighbours in our parish

Key responsibilities

General Administrative duties

- Support clergy by ensuring compliance with relevant legal requirements: maintaining registers of baptisms, confirmations, marriages, funerals
- Maintain Health and Safety records in collaboration with the church lead for Health and Safety
- Coordinate with the external provider of Bookkeeping and Payroll services
- Maintain relevant records and reports eg: fire/accident reports, food hygiene and first aid certificates are current and up to date.

- Maintain general office filing systems eg staff annual leave and sick leave records
- Work in accordance with UK GDPR regulations
- Order stationery and monitor stock levels
- Maintain and update church family database, currently iKnow
- Issuing keys to those individuals who have received approval from clergy or churchwardens
- Coordinate the maintenance of the Terrier in collaboration with the churchwardens
- Coordinate administrative and hospitality preparation for the church Annual Parochial Church Meeting
- Provide administrative support for midweek ministries and church events
- In collaboration with the clergy, provide administrative support for Community Group Notes and Sunday Worship

Venue Hire

- Coordinate room booking within the church, updating the room booking diary and maintaining the system of invoicing hirers
- Manage the scheduling and have oversight of the church ministry activities and internal room bookings liaising with ministry leaders and staff.
- Manage the scheduling and have oversight of external bookings of rooms and other church resources liaising with external bookers, church ministry leaders and staff as well as invoicing external bookers. This includes giving a tour of the church, fire safety information, distributing emergency contact number and issuing keys where necessary.
- Coordinate volunteer stewards of external hiring events
- Keep records on the booking of equipment for both internal ministries and outside hirers.

Parish communication

- Ensure broad effective communication within the church by means of church notice boards, email communications, weekly news and church notices
- Liaise with the Communications Team with news and current events to be posted on social media and website.
- In collaboration with the clergy and communications team produce invitations for special church services and events.

The post holder will be expected to undertake other administrative duties as appropriate and as requested by his/her line manager.

Required skills and characteristics

- Gifted communicator
- Experience and skills in word processing, spreadsheets, publishing, presenting software (Office 365 & SharePoint)

- An understanding of the mission and the values of the church and how administration and effective communication can support them
- Ensures that the principles of confidentiality and the requirements of GDPR are fully applied to all work of St. Alkmund's.
- Accepting that everyone has a right to their distinct identity, treating everyone with dignity and respect
- To act in such a way that at all times safeguards the health and wellbeing of all children and vulnerable adults. Familiarisation with and adherence to St. Alkmund's Church Safeguarding policy is an essential requirement of all employees as is participation in related training
- To promote best practice in meeting the requirements of Health and Safety legislation and comply with other statutory legislation
- DBS check is required for this role.

Terms and Conditions

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

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 take place annually thereafter. During 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.

Annual paid holiday entitlement is 25 days pro-rata. Leave should be arranged in advance with the churchwarden.

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

Person Specification

Requirement	Essential or Desirable	How assessed?
Qualifications <ul style="list-style-type: none"> • NVQ 3 Business admin or Equivalent • At least 5 C/GCSE or equivalent • IT qualifications commensurate to the post (e.g. IBT2, CLAIT plus etc.) 	Essential Essential Desirable	Via CV Via CV
Experience <ul style="list-style-type: none"> • Working a similar role • Use of Microsoft office software packages. 	Essential Desirable	Via CV and interview

<ul style="list-style-type: none"> • Use of Office 365, SharePoint, OneDrive and Publisher • Working in a church office environment • Diary management and room booking using computer systems 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Via CV and interview</p>
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Effective Listening, verbal and communication skills • Excellent interpersonal skills with the ability to communicate with a diverse range of people establishing and maintaining effective working relationships • Excellent time management skills with the ability to plan, organise and prioritise workloads to meet timescales • Maintain a professional and flexible approach to work • Maintain a high level of confidentiality and discretion at all times • Confident IT skills • Numeracy and monetary skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Via CV and interview</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Computer literate with a good working knowledge of Microsoft office. • Office systems, procedures, information management and associated legislation surrounding them • Awareness of health and safety in the workplace 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Via CV</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • A team player with a calm, friendly, professional manner • Commitment to providing a high-quality service • Willingness to learn and ability to learn quickly • Resilient, patient and ability to remain calm under pressure • Self-motivated with a good work ethic • Ability to work effectively under authority • Ability to take initiative with an agreed plan of action 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview and reference</p>