



The Parish of St. Alkmund's in Derby is seeking to appoint an experienced and suitably qualified person to the position of **Office Manager**. This is an important role at the centre of our operations, where you will be the friendly face of St. Alkmund's within our local community, to venue hire customers, to those who come to groups held at St Alkmund's, and to members of the church congregation. St. Alkmund's is a lively, charismatic evangelical church in the Diocese of Derby. The appointment is for an initial period of 3 years. Hours are part time constituting 22 hours per week. Salary is £27,000-30,000 per annum pro rata.

Closing date for applications is Midnight on Wednesday February 21st 2024

Interviews are expected to take place during week commencing Monday 26th February 2024

Provisional starting date- as soon as possible.

An application pack and form are available by emailing mina@stalkmunds.org.uk

For further information or an informal chat, please contact Revd Mina Munns on 07960 250497

Overall purpose 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 areas of responsibilities

General Administrative duties

- 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 Churchsuite
- 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
- Oversee the counting of the weekly collection in collaboration with volunteer counting team

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 hirers, 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. These systems are currently processed using Excel

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

TERMS AND CONDITITIONS

- Hours – Pattern of working hours to be agreed with Line Manager totalling 22 hours per week.
- Willing to work occasionally outside these hours to facilitate timely project
- Line Manager will be Revd Mina Munns +/- a delegated deputy.
- Annual Leave – 25 days per annum (including public holidays) pro-rata at agreed dates with your Line Manager, plus a week over Christmas as detailed in the staff handbook,
- Probationary period – 6 months
- Sick Pay – statutory sick pay rules apply
- Notice Period – 1 month
- Contract – An initial 3-year Contract will be provided.
- Pension – you will be auto enrolled into a workplace pension
- Pay £27-30,000 per annum pro rata
- Expenses – All reasonable expenses will be covered

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. • Use of Office 365, SharePoint, OneDrive and Publisher, Excel • Working in a church office environment • Diary management and room booking using computer systems 	Essential Desirable Essential Desirable Desirable	Via CV and interview Via CV and interview

Requirement	Essential or Desirable	How assessed?
<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>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>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Via CV and interview</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>

Circumstances

- Right to reside and work in the UK indefinitely. St Alkmund's will not sponsor applicants who cannot meet these criteria
- DBS clearance (A DBS check will be carried out after the appointment is made)
- Full driving licence and access to a car (desirable)