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# Job Description - Church Administrator

**Job Title** Church Administrator (part-time)

**Parish** Westbury Park

**Location** Westbury Park Methodist Church, 4 North View,

Bristol BS6 7QB

**Hours** 20 hours per week

**Accountable to** Vicar and EcumenicalMinister (‘Minister’)

**Background**

The Church in Westbury Park is made up of St. Albans Church and Westbury Park Methodist Church. We are united, inclusive and welcoming, committed to offering a diversity of worship and a community hub for all to feel supported, nurtured and valued.

The church is open every day, and all buildings are available to the community for meetings and events. Amongst the activities that take place in our church buildings are Little Church Toddlers group, White Tree pre-school (which is rated Outstanding by Ofsted), Share Space (an initiative to share children’s clothes, toys and equipment), Monday Afternoon Fellowship, Tea and Chat, Lunch Club, Monthly cafe and Sunday Club. There are also many local businesses that hire our rooms for various groups and activities.

Making a difference to our community is vitally important to us and we were delighted to be able to sponsor and support an Afghani refugee family with four children, who have been living in a church-owned house since April 2022.

We are a member of Inclusive Church and are also applying to register the Methodist Church as somewhere where same sex marriages can be celebrated. All of this means that we rejoice in a gloriously mixed community. Everyone and anyone can find a home with us.

**Role**

The Church Administrator is responsible for the efficient running of the Church’s administrative functions, facilitating the smooth operation of worship and outreach. A pivotal role in the life of the Church, the Church Administrator is Personal Assistant to the Minister, manages the Church office and administration, and has overall responsibility for building maintenance and lettings.

**Main duties and responsibilities**

1. Act as Personal Assistant to the Minister, providing a wide range of administrative support, including arranging meetings, preparing agendas, papers, minutes, managing the Church calendar.
2. Disseminate information in all directions throughout the Church. Produce publicity, ensuring that agreed standards are applied and all documents are accurate and properly proof-read. Compile the annual report. Ensure that the Church website and other information and promotional materials are up-to-date and of a high quality. Develop the website and other social media platforms as a means of promoting awareness of the activities and outreach of the parish.
3. Work with the Minister to develop and implement an effective communications strategy both internally and externally.
4. Manage the Church office. Order stationery and Church specific supplies (eg communion wine), cleaning and maintenance materials and give advice on the purchase of office equipment, together with the holding of maintenance, telephone, broadband and gas and electric contracts. Act on behalf of the Director of Music to ensure that pianos and organs are tuned according to his schedule. Ensure a safe, clean and tidy office environment.
5. Deal professionally with telephone calls, emails, personal callers etc for both parish members and all callers. Creating a sense of welcome and warmth for all in their interactions with the Church, maintaining a professional and warm approach to those who phone, email or come in person to the office.
6. Daily book keeping, petty cash arrangements, administering the office bank account, providing information to the Treasurer and Gift Aid officer when requested, complying with the parish finance policy.
7. Hold and maintain all parish files in hard or electronic format. Manage the parish database (ChurchSuite), keeping all databases up to date and GDPR compliant, updating electoral roll, membership and any other personal data. The maintenance of Sunday and other rotas.
8. Oversee the operational aspects of Sundays, ensuring rotas are in place, preparing service sheets and resources needed to enable worship.
9. Maintain all required documentation and payment for baptisms, marriages, funerals, denominational returns, insurance (act as main point of contact for insurers and oversee insurance requirements). Administer the system for reading banns, complete and submit the fees return to the Diocese.
10. Prepare and manage policies in collaboration with the Church Council. Maintain the file of policies and procedures. Ensure these are kept up to date and compliant with current legislation. Notify the Minister when policies need to be renewed or reapproved by the ECC. Ensure all policies and procedures that are required are in place and well communicated to all stake holders. Ensure excellent document control process.
11. Maintain all parish statistics. Complete all returns to Diocese, Circuit and Charity Commission. Review and implement procedures to ensure clear, efficient and effective office operation. Manage copyright license applications, requirements and returns.
12. Support the Safeguarding Officer with the administration of the Safeguarding policy; maintaining an up to date safeguarding database, ensuring that all those that need it have up to date DBS checks and that their safeguarding training is to an appropriate level.
13. Manage the building maintenance programme and development of all the Church buildings. Keep up to date maintenance and Health and Safety records in a readily accessible place. Maintain log books for both Churches. Maintain accurate and up-to-date records of key holders.
14. Oversee Church lettings via a building’s lettings agency.
15. Provide reception services for the users of both Church buildings, potential hirers and members of the public.
16. Oversee the cleaning contract at the Methodist Church and keep an eye on the cleanliness, tidiness and safety of the building, dealing promptly with any problems.
17. Support the organisation and administration of special projects - as agreed with the Minister.

**Person Specification**

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| **Knowledge and Experience** | **Essential/ Desirable** |
| A good command of numeracy and literacy | Essential |
| Significant experience of secretarial/administrative role | Essential |
| Experience of working with a range of I.T software (including Microsoft suite) | Essential |
| Knowledge and/or experience of Church worship and ministry | Desirable |
| Experience in facilities management | Desirable |
| Experience in website management and social media | Desirable |
| **Skills and abilities** | Essential |
| Excellent communication skills both written and oral | Essential |
| Excellent people skills and emotional intelligence | Essential |
| Excellent organisational skills | Essential |
| Ability to prioritise competing demands | Essential |
| Ability to work independently and as part of a team | Essential |
| Ability to respect confidentiality, discretion and show compassion to others. | Essential |
| Practical, and able to learn new skills as required | Essential |
| High attention to detail | Essential |
| Flexible attitude | Essential |
| Sympathetic to the mission of the Church in serving the community | Essential |

**Terms and Conditions**

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| Remuneration: | Real Living Wage, increased annually in May with Church Council consent (currently £12.60 per hour). |
| Holiday entitlement: | 5 weeks plus bank holidays. Leave must be arranged in advance with the Minister, bearing in mind the particular demands of preparation for major Church festivals. |
| Hours of work: | 20 hours per week -days and times to be decided in negotiation with the Minister. |
| Flexitime: | No formal flexitime but there may be some flexibility in hours and time-in-lieu for excess hours, subject to agreement in advance with the Minister. |
| Pension: | NEST Pension |
| Criminal record clearance | Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure. |
| References | Appointment will be subject to satisfactory references. |
| Probationary period | Appointment will be subject to the satisfactory completion of a 3-month probationary period. |