Job Description for:

Operations Administrator, St Stephen’s Church, Southmead

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| **JOB SUMMARY:** | The Operations Administrator will support clergy, PCC and lay teams with logistical planning and organisation in the day to day running of the church.  This is part of an exciting transformation programme that is investing in, and exploring, new ways to support and enable the growth of churches in our Priority (low income) Communities. We’re looking for a part-time Operations Administrator with excellent administrative and organisational skills, who is flexible and adaptable, and invested in this growth programme. |
| **REPORTS TO:** | Line managed by: Rev. Gaby Doherty |
| **TERMS** | 9.33 hours per week over either over 1 or 2 days.  Salary £27,000 to £30,000 FTE depending on experience (£6,720 to £7,467 actual)  This is a fixed term contract (to end on 31st Dec 2028). The role is part-time (9 hours 20 minutes per week). The employer is St Stephen’s Church PCC Southmead, however the role will be based in the office space at the church, or elements of the job can be done from home.  There may be the need for occasional out of normal office hours working (e.g. to attend some PCC meetings/parish events), for which time off in lieu will be granted. This role involves working in environments with adults at risk of harm and children and therefore the position holder will be required to have a DBS check. |
| **KEY RELATIONSHIPS** | * Clergy, PCC, Lay Leaders, church administrator, and church members * Diocese of Bristol Priority Communities Network Team. * Diocese of Bristol Transformation Team * Other PCN Operations Hub Managers |

*The responsibilities below describe the breadth of work that could be needed across this cluster of PCN churches. The post holder is not expected to undertake all the role below at the same time but having a wide range of skills is useful and there may times when you they will be needed to do a range of tasks*.

**Operations**

Develop & implement processes to enable the smooth running of church activities.

* Support the churches to be compliant in safeguarding, health and safety, accessibility, insurance, and data protection, establishing policies and procedures and working with context leaders to ensure they are adhered to.
* Supporting with the implementation and maintenance of data management systems and effective administration (ie. ChurchSuite, church registers, consent forms, record keeping).
* Supporting Parish Safeguarding Officers with safer recruiting, and DBS checks.
* Offer welcoming, compassionate presence when in the office , offering appropriate pastoral support and prayer for those coming into the office who may be bereaved and need help.
* Supporting church teams with planning and co-ordinating church & community events.
* Being available to offer additional support when required with activities such as outreach events, Alpha, welcome spaces and toddler groups.

**Facilities and Buildings**

Management of church buildings and spaces.

* Supporting the parish clergy, church wardens with the management of the buildings; including liaising with contractors, utility providers, waste removal and cleaning companies.
* Manage room bookings and hire; liaising with internal and external vendors, dependant on needs of individual church contexts.
* Co-ordinate building projects, general repairs and maintenance, where required.

**Finance**

Supporting the Clergy, Parish Treasurers and PCCs with managing parish finances.

* Grant funding applications and grant monitoring reports.
* Oversight and management of PCN funded ministry budget alongside Vicar & Treasurer.
* Supporting Treasurer with tracking Parish finances and bookkeeping where needed.
* Supporting the provision of financial reports for PCCs and Diocese PCN team.
* Upholding the financial regulation policies.
* Supporting Treasurers in processing giving and claiming gift aid.

**Governance & HR**

Ensuring the churches fulfils its reporting duties and complies with employment law.

* Supporting parish officers with reporting to the Diocese on finances and statistics.
* Encouraging a programme of development for church staff.
* Oversight of recruitment of new staff from initial interview to final employment.
* Organising induction and training to ensure churches maintain a safe environment, Including fire, H&S, policies, systems, etc.
* Supporting office interns/apprentices and volunteers in the development of admin skills.
* Attending PCC meetings where needed.

**Communications**

Helping the church communicate well with the congregation and parish.

* Supporting the vicar and lay leaders with management of marketing communications channels including emails, social media, events calendar, and website.
* Creation of marketing and communications media.

**Priority Communities Network**

Connecting and sharing learning with the Priority Communities Team and Network.

* Working with the Diocese PCN Project Officer and parish teams to capture metrics and measurements across agreed areas of activity.
* Playing an active part in the PCN Operations Hub Managers Network, attending the monthly Meetings, sharing learning, and being willing to adapt and develop the role of Operations Administrator in light of this shared learning.

**Person Specification**

**Genuine Occupational Requirement**

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010

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| **Experience** | |
| **Essential Criteria** | **Desirable Criteria** |
| * Line management * Budget management * Project management experience * Writing and implementing policies * Understanding of Church of England structures. | * Practical experience working in an Anglican church * Management of church database software (ie. ChurchSuite) * Experience of DBS application process * Grant writing & review * Creation and management of social media content. |
| **Skills and Abilities** | |
| **Essential Criteria** | **Desirable Criteria** |
| * Able to work on own initiative, to identify problems and find solutions quickly. * Practical and able to learn new skills as required. * Able to prioritise competing demands. * Excellent computer literacy, with good knowledge of MS Office packages. * High attention to detail * Strategic thinker * High level of confidentiality | * Use of Canva or other software for the creation of advertising and social media. * Website management |
| **Personal** | |
| **Essential Criteria** | **Desirable Criteria** |
| * A vibrant, life-giving and life-shaping Christian faith, rooted in a local church. * A heart for local churches particularly in areas of social disadvantage * Self-motivated * Flexible and adaptable * Good interpersonal skills | * Understanding of the challenges faced in areas of high deprivation |
| **Other** |  |
| **Essential Criteria** | **Desirable** |
| * Flexibility to work occasional evenings and weekends. |  |

**SAFEGUARDING**

The Parish churches and Diocese of Bristol are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

If you would like further details, or to talk through any questions regarding this role, please contact: Rev Gaby Doherty

M. 07967 976110

E. revgabyssc@gmail.com

**Closing date:** 9:00am, 13th January 2024 Interviews to take place 20th Jan from 2pm