



Church Administrator

Job Description

To work under and in partnership with the Vicar and senior team to provide administrative support to the ministry of St Peters Church Conisbrough and All Saints Denaby Main. This work will be done in partnership with staff and volunteers from among the church family.

Principal Responsibilities

This role will involve overseeing a wide range of responsibilities as well as responding to the adhoc needs of other staff. These responsibilities will include, but may not be limited to:

1. Managing wedding enquiries, bookings and preparation for marriage prep and wedding services, including organising the reading of Banns
2. Managing funeral bookings and DBF submissions, including maintaining records of relatives for annual memorial services and annual bereavement cards
3. Managing enquires and bookings for the use of the Church, including the Church Hall
4. Annual preparing for the APCM, including co-ordinating the production of the annual report
5. Annual production of the Statistics for Mission
6. Maintaining the Baptism Register and completing baptism certificates
7. Overseeing and managing the smooth operation of ChurchSuite (incl. address book, attendance, bookings, calendar)
8. Managing the admin@stpetersconisbrough.org email address and Facebook messenger and responding to enquiries
9. Supporting other staff and church members in organising events, including through the production of documents and images.
10. Supporting the bookkeeper with Gif Aid claims
11. Managing and ordering stationery supplies
12. Producing and sending church communications
13. Attending meetings and training events as requested.

Depending on the level of experience, the role may also include:

1. Providing PA support to the vicar
2. Overseeing and managing the smooth operation of the church website, YouTube, social media channels, etc.
3. Encouraging and facilitating the congregation in utilising the administration-saving potential of ChurchSuite
4. Supporting ID checks for the Safeguarding Officer



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Person Specification

The successful applicant will be:

- Reliable and trustworthy.
- Able to work confidently on own initiative.
- Enthusiastic and highly motivated
- Able to work both independently and collaboratively as part of a team.
- Able to work well under pressure
- Able to maintain absolute confidentiality.
- Experienced at working in an administrative environment
- Able to maintain accurate records.
- Efficient in time management with the ability to prioritise effectively and to multi task.
- Able to demonstrate experience of handling responsibility effectively.
- Effective at communicating in a clear and timely way with staff and others.
- Willing to receive feedback, learn and grow in the role.
- Able to demonstrate a high level of competence in using computers and technology, including typing, email and electronic means of administration.
- Willing to use the technology and processes in which the church and staff are already invested, especially ChurchSuite.
- Personable and courteous. This is important as the post-holder will sometimes act as a representative of the church and the church leadership, to the congregation and those outside of it.
- Able to work well as a member of a team, both in being led and in leading others.

There is a genuine occupational requirement that the post-holder should be in sympathy with and able to support the furtherance of the Christian faith and the objectives of St Peters Church Conisbrough and All Saints Denaby.

ST. PETER'S Conisbrough

Church Administrator

Terms and Conditions

Hours and place of work

This is a part-time flexible post (7 to 10 hours per week). Normal office hours are open to negotiation. Once agreed, regular working hours will be expected, though flexibility will be possible upon agreement with the vicar.

A fully equipped office space is available, though regular home-working is possible, if desired by the successful applicant.

Salary

The salary level based on 10 hours per week is £6,370 p.a. (equivalent to £12.25 per hour). In addition, an employer's contribution of 8% will be paid into a personal pension scheme.

Church salaries are reviewed annually.

Expenses

Full working expenses will be met by the PCC.

Holiday Entitlement

There is holiday entitlement of 28 days pro rata, plus statutory public holidays.

Holiday dates are to be agreed with the vicar.

Health and Safety

You will be required to abide by St Peters' and All Saints' Health and Safety and Safeguarding policies.

Period of Notice

In the event of either the employer or employee wishing to terminate this employment a minimum of 6 weeks' written notice is usually required.

How to apply for the post

This post is subject to Enhanced DBS Clearance.

For further details regarding this post or for an application form, please contact Revd Martijn Mugge (vicar@stpetersconisbrough.org).

If you wish to be considered for this post, please send a completed application form to Revd Martijn Mugge (vicar@stpetersconisbrough.org).

The closing date for applications is Monday 11th March 2024.

The start date for this role will be as soon as practicable after an appointment has been made.