



Church Administrator Job Description

Job Title	Church Administrator
Introduction	The Church Administrator is part of the operations team that supports the Vicar, ministry team and congregation in the mission and ministry to which God has called us.
Report to	Vicar
Usual Working Location	St John's Church, Pitfield St, London, N1 6NP. <i>NB: Home-working will not usually be granted as reception duties on-site is part of the role.</i>
Usual Working Hours	16 hours per week: 10am-1pm Mon, Weds-Fri, 9am-1pm Tuesday <i>NB: Some variation of hours may occasionally be required – Time off in lieu will be granted</i>
Contract	Permanent (3-month probation)
Salary	London Living Wage (revised annually): £12,314 per annum (£30,784 FTE) + 4.5% pension / life assurance contribution.
Main Responsibilities	<p>Clergy Support</p> <ul style="list-style-type: none">- Manage parish registers and annual returns.- Manage occasional office enquiries and logistics: baptisms, wedding, funerals.- Special project support for the Vicar. <p>Ministry & Office Supplies Administration</p> <ul style="list-style-type: none">- Manage ministry supplies for Sunday services and midweek ministries.- Manage office supplies and equipment.- Manage ChurchSuite database, especially the church calendar and contacts.- Support Operations manager with managing regular contractor visits.- Manage paper records in church office as well as church archives. <p>Communications</p> <ul style="list-style-type: none">- Produce weekly Church Family News video and monthly printed / email communications.- Manage social media posts.- Maintain site signage including noticeboards and leaflet displays.- Monitor website ensuring up-to-date information is provided.- Arrange photography and videography at special events. <p>Staff Team Support</p> <ul style="list-style-type: none">- Manage bookings for staff socials, retreats and diarising birthdays.- Acts as first contact for external enquiries – whether in-person, phone or email.- Assist Operations Manager and Premises team.



Person Specification	<p><i>Essential</i></p> <ul style="list-style-type: none"> - Punctual, reliable and able to manage and prioritise a wide range of tasks simultaneously. - Good interpersonal skills: good spoken and written English and a warm and polite temperament. - Understanding of Church of England systems and structures. - Previous work experience in an administrative, personal assistant or project management role. - Good organisational skills, including understanding of cloud-based computer filing systems and good IT skills. - Ability to manage work responsibilities independently, to take initiative and make decisions <p><i>Desirable</i></p> <ul style="list-style-type: none"> - Experience of ChurchSuite - Experience and skills in using Canva (or equivalent) for creating and scheduling social media content. - Previous work experience in a church ministry setting. - Skills and experience in photography and/or videography <p><i>Character & Personality</i></p> <ul style="list-style-type: none"> - Able to exercise appropriate confidentiality concerning pastoral information - Adaptive and responsive to changing needs or contexts - Mature Christian faith, exhibiting the fruit of the Holy Spirit - Able to work effectively with others, empathising with and appreciating different personalities, gifting and work styles.
Right to Work	To apply for this role you need to already have the Right to Work in the UK. We are unable to offer Visa sponsorship at this time.
Application Information	<p>For an informal conversation about the role, please contact the Vicar, Revd Graham Hunter, by emailing vicar@sjh.org.uk</p> <p>To submit an application, please complete an online application form by clicking HERE.</p> <p>We are adopting a rolling recruitment process, so there is no formal deadline for applications. We will close recruitment once a suitable candidate is appointed.</p>
Further Information	A range of important information relating to Role Context, Safer Recruitment, Occupational Requirements, and other information please see the Employment Information link on our website.

