



## Church Administrator Job Description

<b>Job Title</b>	Church Administrator
<b>Introduction</b>	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.
<b>Report to</b>	Vicar
<b>Usual Working Location</b>	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>
<b>Usual Working Hours</b>	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>
<b>Contract</b>	Permanent (3-month probation)
<b>Salary</b>	London Living Wage (revised annually): £12,314 per annum (£30,784 FTE) + 4.5% pension / life assurance contribution.
<b>Main Responsibilities</b>	<p><b>Clergy Support</b></p> <ul style="list-style-type: none"><li>- Manage parish registers and annual returns.</li><li>- Manage occasional office enquiries and logistics: baptisms, wedding, funerals.</li><li>- Special project support for the Vicar.</li></ul> <p><b>Ministry &amp; Office Supplies Administration</b></p> <ul style="list-style-type: none"><li>- Manage ministry supplies for Sunday services and midweek ministries.</li><li>- Manage office supplies and equipment.</li><li>- Manage ChurchSuite database, especially the church calendar and contacts.</li><li>- Support Operations manager with managing regular contractor visits.</li><li>- Manage paper records in church office as well as church archives.</li></ul> <p><b>Communications</b></p> <ul style="list-style-type: none"><li>- Produce weekly Church Family News video and monthly printed / email communications.</li><li>- Manage social media posts.</li><li>- Maintain site signage including noticeboards and leaflet displays.</li><li>- Monitor website ensuring up-to-date information is provided.</li><li>- Arrange photography and videography at special events.</li></ul> <p><b>Staff Team Support</b></p> <ul style="list-style-type: none"><li>- Manage bookings for staff socials, retreats and diarising birthdays.</li><li>- Acts as first contact for external enquiries – whether in-person, phone or email.</li><li>- Assist Operations Manager and Premises team.</li></ul>



<b>Person Specification</b>	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>- Punctual, reliable and able to manage and prioritise a wide range of tasks simultaneously.</li> <li>- Good interpersonal skills: good spoken and written English and a warm and polite temperament.</li> <li>- Understanding of Church of England systems and structures.</li> <li>- Previous work experience in an administrative, personal assistant or project management role.</li> <li>- Good organisational skills, including understanding of cloud-based computer filing systems and good IT skills.</li> <li>- Ability to manage work responsibilities independently, to take initiative and make decisions</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>- Experience of ChurchSuite</li> <li>- Experience and skills in using Canva (or equivalent) for creating and scheduling social media content.</li> <li>- Previous work experience in a church ministry setting.</li> <li>- Skills and experience in photography and/or videography</li> </ul> <p><i>Character &amp; Personality</i></p> <ul style="list-style-type: none"> <li>- Able to exercise appropriate confidentiality concerning pastoral information</li> <li>- Adaptive and responsive to changing needs or contexts</li> <li>- Mature Christian faith, exhibiting the fruit of the Holy Spirit</li> <li>- Able to work effectively with others, empathising with and appreciating different personalities, gifting and work styles.</li> </ul>
<b>Right to Work</b>	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.
<b>Application Information</b>	<p>For an informal conversation about the role, please contact the Vicar, Revd Graham Hunter, by emailing <a href="mailto:vicar@sjh.org.uk">vicar@sjh.org.uk</a></p> <p>To submit an application, please complete an online application form by clicking <a href="#">HERE</a>.</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>
<b>Further Information</b>	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.

