

## Part-time Church Administrator St. Mary's, Rushden

### Introduction

St. Mary's is an evangelical church serving the people of Rushden. We are seeking to appoint an Administrator to facilitate and develop the ministry of the church. The church wants to promote a model of every member ministry in which everyone is encouraged to serve according to the gifts they are given. In order to do this the church needs robust systems in place and good communication. We require the Administrator to use their administrative and organisational skills to support St. Mary's in all aspects of church life, but primarily in our main ministry of making disciples of Christ.

**Job title:** Church Administrator

**Salary:** £12/hour (£12,480 pa pro rata)

**Hours:** 20 hours/week (ideally 4-hours a day with flexibility).  
3-year contract subject to review.

**Holidays:** 20 days, plus Bank Holidays

**Pension:** Auto-enrolment Workplace Pension, through the Church of England

**Location:** Parish Office at St. Mary's (with possibility of working from home)

**Safeguarding:** Enhanced DBS clearance with barring is required. Completion of safeguarding training modules is a condition of employment.

**Closing date:** 31<sup>st</sup> January 2023

**Interview:** TBD

**Start date:** As soon as possible.

**Further info:** An occupational requirement exists for the post holder to be a practising Christian in accordance with the Equality Act 2010.

**Contact info:** To apply with an up-to-date CV, or for an informal discussion, please contact Rev. Tom King, 07732 805443 or email: [revtrex@icloud.com](mailto:revtrex@icloud.com)

## Job Description

### Summary of the role:

- To work alongside the Rector, Church Wardens, and other staff to build up the church and its mission
- Manage the administration of the church, alongside a small team of volunteers, so that the Rector and Church Wardens are freed up to focus on other tasks/roles
- Co-ordinate, with the Rector and Church Wardens, the efforts of volunteers and church members to further the mission and ministry of the church
- Liaise with team leaders of focal ministry areas to ensure good communication between all parties
- Represent the Rector and the church to the wider community

### Key relationships:

- Rector
- Staff team: retired clergy, readers, church wardens
- PCC
- Volunteers

### Key Tasks:

1. Maintaining an efficient church office
2. Excellent communication with the church family and community, including being point of contact for weddings, funerals, and baptisms
3. Facilitating production of weekly notice sheet and publishing news and events in a timely manner
4. Together with the Rector and Wardens, co-ordinate the efforts of church volunteers
5. Co-ordinating the church and Benefice Calendars
6. Planning of and responsibility for rotas
7. Managing the church website and social media accounts
8. Publicity
9. Support ministry teams with logistical and practical support
10. Minute-taking at staff meetings and other meetings if required.
11. Support the Rector administratively with flexibility as church life develops
12. Other administrative work as needed
13. Compliance – overview of policies and procedures for the church

Person Specification	Essential	Desirable
Previous experience in an administrative role		X
Excellent IT skills	X	
Commitment to the mission of the church	X	
Experience of managing social media and website		X
Excellent organisational skills	X	
Excellent interpersonal skills	X	
Excellent written and oral communication skills	X	
Experience of working within teams, facilitating others	X	
Can use their initiative during periods of lone working	X	