

Church Administrator

We are looking for an administrator to come and join St Ann's Church on a part-time basis to support our ministry. The postholder will work for 30 hours a week, equivalent to four full-time days, which can be arranged flexibly over the week.

St Ann's is a large evangelical church in South Tottenham. It has established two morning services at the main church, plus outreach services on the Broadwater Farm and Tiverton estates. The church has a church hall and nearby "Fowler Newsam Hall" and rents out flats above the church hall and Fowler Newsam Hall. The Vicar and church wardens are responsible for two charitable trusts; the Emily Robins and Fowler Newsam trusts.

The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Vicar and the Officers of the church. The administrator will also be asked to spend a day a week as a finance administrator, working closely with the Church Treasurer.

The postholder must be someone of complete integrity. He or she will show professionalism and conscientiousness in the administration of the church and discretion in managing personal confidences. They will be committed to working as a broader team, building effective working relationships with the Vicar, the Treasurer, the lead youth worker, church wardens, church members and partner organisations. Finally, they will be sympathetic to the Christian faith and share our commitment to the community we serve.

Prospective candidates will send their CV to churchwarden Owen Sloman at owen@stannstottenham.org.uk by 31st August, along with a two page letter in no smaller than 11pt font that sets out why they want the role, and why their experience, knowledge and skills make them suitable. Contact details for a referee will also be provided.

Context

St Ann's is an Anglican parish church in South Tottenham, in the Diocese of Edmonton.

St Ann's has just appointed a new Vicar, the Reverend Jess Swift, after an extended period without a full-time priest. Rev. Swift will start with us on 8th September. Our prayer is that her arrival will mark a period of renewal and growth, when our church "will bear much fruit".

The other church employee is our youth worker, who works for four days a week.

Location and Hours

The role will be based in the church office of St Ann's Church, N15 5JH.

The role is scoped at 30 hours a week, so four days at 7.5 hours. There is flexibility with the working arrangements.

Some flexibility of hours may be required for the post-holder to attend occasional evening meetings.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The gross annual salary will be £20,000 for a 30 hour week. Remuneration will be reviewed annually in January.

The church will enrol the employee in the National Employment Savings Trust scheme, unless the employee drops out. The employee contributes 5% of pensionable earnings, the church 3% and there is a top up of 2% as tax relief.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata (so 21 days for 30 hours per week). Leave will be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. *Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.*

A DBS check will be carried out.

Key Responsibilities

1) Support St Ann's vision and mission

- Act as aide for our Vicar, supporting in the management of the church and in the development of contacts across the Tottenham area

- Work as part of an effective team with our Vicar, our youth worker and non- staff members including the churchwardens, Treasurer, PCC Secretary and Buildings lead

2) Administrative Support for Worship

- Maintain diary of services, with speakers confirmed and rotas arranged in advanced, including intercessions, readers etc
- Ensure the accurate production of orders of service and service sheets for services, including preparation and checking of audiovisual material, photocopying, stapling folding etc.
- Ensure compliance with core safeguarding requirements (e.g. that all Sunday School teachers have been DBS checked)
- Manage copyright licence applications and requirements
- Coordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism

3) Office Management and General Administrative Services

- Act as first point of contact for all enquiries whether in person, or by phone, post ,e- mail etc;
- Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees)
- Order supplies for church ministry including stationery, office, communion supplies, etc
- Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the parish, and inspections, Alarm services, Fire Appliances, Boiler inspection)

4) Financial Administration (1 day per week)

- Maintain accounts on a weekly basis, working closely with the Treasurer
- Produce monthly reports on spend against Budget
- Maintain petty cash register
- Support Treasurer in development of Budget

5) Parish communications

- Manage all parish correspondence, including post, e-mail and answer phone;
- Ensure internal and external noticeboards are kept tidy and up to date
- Assist with the production of parish publications including the monthly printed bulletin
- Produce, maintain and circulate St Ann's contacts register

- Coordinate occasional parish email and post mailings around special events; ie at Easter and Christmas
- Co-ordinate production of the parish's Annual Report in preparation for the Annual Parish Meetings
- Assist with keeping the parish website up to date

6) Management of premises and lettings

- Manage lettings to the Hall and Fowler Newsam Hall, including ongoing relationships with existing customers and acting as first contact for potential customers. Oversee collection of rent
- Maintain relationships with tenants of the flats owned by the church and Fowler Newsam Trust. Act as first point of contact for enquiries and resolve issues as they arise
- Support Buildings lead (a member of the PCC) in the management of buildings improvement projects. Participate in discussions about future buildings improvement projects

7) Charitable Trusts

- Maintain financial overview of spend on Emily Robins and Fowler Newsam charitable trust
- Support Vicar, church wardens and church secretary in potential administrative reforms to the two charitable trusts

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.

Person Specification

Requirement	Essential or desirable?	How assessed?
<p>Qualifications</p> <ul style="list-style-type: none"> • University-level Degree or Diploma 	Desirable	Via CV
<p>Experience</p> <ul style="list-style-type: none"> • Experience of office administration • Experience of church ministry/mission • experience of premises management • general accounting experience 	Desirable	Via CV, interview and reference as required
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the Christian faith • Knowledge of church worship/ ministry, including the Anglican order of worship 	Essential Desirable	Via CV, interview and reference as required
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Strong attention to detail • Confident IT skills (Word, Outlook, Powerpoint, Excel) • Strong planning skills with ability to work autonomously and manage workload • Ability to write clearly and with correct grammar and spelling • Ability to build strong working relationships with a number of different stakeholders, based on reliability and trust 	Essential	Via CV, interview and reference as required
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Integrity • Respect for confidentiality and discretion • Understanding of the importance of the church being an exemplar in the way it carries out its business • Strong commitment to serving the community of South Tottenham 	Essential	Via CV, interview and reference as required.