

## Office Administrator Job Description

**Hours: 37.5 hours per week based at the Parish Office**

**Salary: £18,000 per annum subject to annual review**

**Pension: 12% pension contribution to an existing pension of your choice, or workplace pension available.**

**Annual leave: 28 days plus bank holidays, to be booked in agreement with line manager**

### Background to the role.

St Andrew's Leyland is a large and thriving reformed, conservative evangelical church in the heart of Lancashire which has grown significantly in the last 10 years. On an average Sunday, more than 300 adults and 100 children will pass through our doors, with many more during the week. We are passionate about seeing lives changed under the power of God's Word, and thrilled about the opportunities he is opening for us.

We believe in the complementarity of men and women so the PCC have passed a resolution under the House of Bishops' Declaration. Teams of lay volunteers, men and women, work happily together in a whole host of different ministries aimed at reaching people of all ages and stages.

### Key responsibilities

This is a new role, and responsibilities may well change and evolve as systems and structures are put in place. You will be working alongside the Church Manager to coordinate a number of volunteers who, together with the post holder, will be the midweek outward face of the Church and who will assist the clergy and other staff in carrying out the ministry of the church.

This post reports to the Church Manager, and does not have any paid staff reporting to them.

The key to this role is not simply seeking to 'do everything', but to recruit and equip our office volunteers to carry out the routine administrative tasks that the church requires.

This includes (but isn't limited to):

- Processing enquiries and applications in relation to banns of marriage, funerals, weddings & baptisms – ensuring appropriate record keeping, staff bookings (organists, clergy, vergers) and the recording of money received are carried out in relation to these.
- Being the first point of contact for the general public
  - Managing incoming and outgoing mail and visitors to site
  - Handling and responding to correspondence by mail, email and telephone
  - Hall hire and equipment booking
- Managing the church members database – producing and developing reports as required
- Managing the church diary of events – both regular and one off – co-ordinating the reservation of rooms and equipment as necessary
- Maintaining stocks of stationary and other office and event consumables
- Ensuring event organisers understand their obligations when making a booking - onus needs to be on the event organiser to run the event – the office is only there to facilitate the booking
- Supporting the different ministries of the church, producing materials as needed week by week and overseeing different rotas.

As a Christian, the post-holder will understand the importance and urgency of the gospel, and our need to focus on the key areas to support the church to deliver the vision of **REACH** out, **GROW** to maturity and **SEND** on. The post holder is a key part of our staff team, taking part in daily staff prayers and occasional days away as we serve the church family. The post holder will be given the opportunity to meet formally with the Church Manager every six months in order to review progress and discuss any ongoing issues that arise.

## Office administrator Person Specification

### Background / Experience Required

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The Office Administrator will be a committed Evangelical Christian and their belief will inform all aspects of the performance of their role. They will be committed to the beliefs and aims of St Andrew's and will also have experience of:

- Administration
- Working with volunteers.

This position requires someone able to equip, motivate and work with a wide variety of volunteers, as well as interact with the many varied people who visit the office each week. It requires someone who is well organised, discrete, and able to work with all manner of people.

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working with volunteers.</li> <li>• Leadership experience in a church ministry context (e.g. Small group leader, Youth and Children's, Congregational leadership role etc.)</li> <li>• Experience recruiting, enthusing and managing volunteers.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of how a church operates on a daily/weekly basis</li> <li>• Knowledge of the Church of England, local and Diocesan structures and processes</li> </ul>	<p>Essential</p> <p>Desirable</p>
<p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• Computer literacy (word processing, spreadsheets, e-mail and Internet apps)</li> <li>• Excellent interpersonal skills, able to enthuse and manage volunteers.</li> <li>• Strong administrative skills and a passion for ensuring that details are correct.</li> <li>• A good communicator, verbally and in writing.</li> <li>• Able to produce professional written communications.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• A mature evangelical commitment to Jesus Christ as Lord and Saviour and to building God's Kingdom to his glory.</li> <li>• A person of integrity with a godly character, a person of prayer seeking to apply biblical principles to working life.</li> <li>• An ability to respect matters of confidentiality and sensitivity</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>