



# St. John the Evangelist



## Church Administrator for St John the Evangelist Kenilworth

St. John the Evangelist Church Kenilworth is looking for a dynamic Church Administrator.

The primary purpose of the role is to facilitate the day-to-day administrative operations of the church. The Church administrator is the first point of contact for those making enquires and will be responsible for maintaining and updating Church records.

The successful candidate will have excellent communication skills and be confident in handling computer systems for communication, record keeping and basic bookkeeping.

The Church administrator will work closely with the clergy and other members of the small staff team and the Church Wardens

**Salary:** £17K-19K per annum (dependent upon experience) plus up to 5% matched pension contribution

**Part time:** 30 hours per week (0.8 full time equivalent)

**Location:** Flexible hybrid working available: St John's Church Office and Home working to be agreed.

**Holiday:** 16 days plus bank holidays

The ideal candidate would be sympathetic to the Evangelical Christian faith in accordance with Part 1 of Schedule 9 of the Equality Act 2010.

The position is dependent on two suitable references, an enhanced DBS check and attendance at regular safeguarding training. The position will be reviewed by the PCC after a six-month probation period with a three-month review point. The notice period during probation is one week and thereafter four weeks' notice will be required. Candidates applying for this role will be expected to comply with safer recruitment initiatives, including a self-disclosure of any criminal history.

To apply please send a CV and covering letter (making reference to the role profile) to [vicar@stjohn316.co.uk](mailto:vicar@stjohn316.co.uk)

Closing date for applications: **Thursday 27<sup>th</sup> January 2022**

Interviews: **Week commencing 31<sup>st</sup> January 2022.**

## **The Church**

St John the Evangelist is a church that has regular contact with over 300 people through our various groups and services.

We are committed to the Coventry Diocesan Mission Purpose, and we have our own tailored version of this

- *Becoming like Jesus*
- *Making Disciples*
- *Bringing real change*

## **Role Profile:**

The primary purpose of the role is to run the Church office on a day-to-day basis. The Church administrator is the first point of contact for those making enquires and is responsible for maintaining and updating Church records.

The successful candidate will have excellent communication skills and be confident in handling computer systems for communication, record keeping and basic bookkeeping.

## **Key Relationships:**

The Church Administrator is employed by the PCC of St John the Evangelist Kenilworth. Accountable to and line-managed by the Vicar, with general oversight by the Wardens on behalf of PCC

## **Main Activities and Responsibilities:**

### **Administration**

- Manage communications - telephone, post and electronic.
- Management of written and electronic records including, but not exclusively
  - records of consent
  - Electoral roll
  - Church policies
- Creating and updating filing systems
- Maintain Church log book and keep note of upcoming maintenance checks
- Administration, communication and legal requirements for weddings, baptisms, funerals and garden of remembrance. Including triggering of payments to the diocese.
- Maintain the Church diary.

### **Finance**

- Liaise with the Church Treasurer
  - Diocesan fees
  - Payment for contractors
  - Invoicing and collecting payments
- Quarterly reporting
- Ordering of supplies for the Church and resources for the incumbent and Church
- Liaise with the Venue Manager (to be appointed) re payments for bookings. Scope for developing automated booking and payment systems

## **Communications**

- Effective communication with the Church community
- Ensure all communication channels are up to date including the website
- Scope for development of other communication platforms

## **Support**

Of clergy, wardens, PCC and core leadership

- Governance matters:
  - PCC Secretariat including Minute taking (approximately six evenings per year, time in lieu given)
  - Maintaining rolling policy records and flagging up updates
  - PCC agenda updates

## **Facilities**

Management of online booking for Church and Halls, liaising with Venue Manager (to be appointed) for event bookings.

*This list of responsibilities is not intended to be exhaustive but intend to give an overview of the key responsibilities of the role.*

## **Person profile**

The candidate will have

- exceptional personal skills and a welcoming disposition
- excellent communication skills
- ability to keep confidential and sensitive information
- able to handle stress and problem solve and remain positive
- ability to manage and prioritise a varied workload
- ability to work independently but also function well in a team setting
- excellent IT skills:
  - Confident in the use of computer software for communication
  - Management of filing and storage of digital information
- basic accounting skills
- ability to operate office equipment

Ideally the candidate will have at least two years administration experience

## **Faith**

In order to support the staff and members of the St. John's community in delivering its mission and vision the preferred candidate will be sympathetic to, or have an active Christian faith and be a member of a church community.