

# ST PETER'S FULHAM CHURCH ADMINISTRATOR

St Peter's is a welcoming and growing church family of all ages, young and old, that aspires to be a gospel-centred community for the heart of Fulham and beyond. Part of both the Church of England and the Co-Mission church planting network, we are in an exciting season of ministry with a number of significant new initiatives starting.

We are looking for a Church Administrator to be responsible for the day-to-day administrative operations of the church, working in close co-operation with the Vicar and church leadership. The post is a developing role which will require a flexible approach as you assist in implementing the vision and enabling new ministries.

## A SUMMARY OF THE RESPONSIBILITIES

While there is scope to shape the role to the individual, we anticipate that the following responsibilities would be included:

- **Sunday Services:** producing rotas, service sheets and slides; administering Banns, Baptisms, etc; communicating with those involved in services.
- **Communications:** working alongside other staff to develop and deliver the church's communication strategy (through our website, social media channels, e-newsletter, term card, etc).
- **Office Management and General Administration:** managing parish queries, correspondence, and the church diary (including arranging appointments, meetings, etc as requested); being responsible for statutory documents (returns, registers, certificates, electoral roll, etc), for the church database (including ensuring compliance with data protection legislations), for the ordering of supplies (for the office, kitchen, services, etc), and for the procurement and maintenance of equipment; providing administrative support to clergy (including weddings, funerals and other ad hoc support).
- **Financial Administration:** supporting the Finance Committee (including keeping financial files up-to-date; managing banking, invoices and payroll).
- **Facilities Management:** managing and developing letting opportunities (one-off, short-term and long-term); ensuring maintenance of church and garden; managing contracts for service providers (cleaners, utilities, printing, etc).
- **Events:** Co-ordinating church events (church day away, Christmas, Easter, summer fete, etc), with responsibilities including co-ordinating / producing publicity; managing budgets; liaising with venues, speakers, volunteers, etc.
- **Health and Safety Officer:** responsible for our health and safety requirements, including risk assessments, fire procedures and food hygiene.
- **Personnel Administration:** serving on and supporting the Employment Committee (including maintaining personnel files; assisting with compliance to our employer responsibilities, with staff recruitment and appraisals, and with setting staff pay and conditions; being responsible for grant applications that support ministry posts).
- **Special Projects:** as assigned from time-to-time.

In addition to these responsibilities, it is expected that the Church Administrator will:

- be a committed member of the church, attending Sunday services, prayer meetings, a home group and other events wherever possible,
- be a member of the St Peter's staff team and attend weekly staff meetings,
- attend PCC meetings as the PCC secretary.

## **PERSONAL PROFILE**

- The role holder will be a committed Evangelical Christian whose belief informs all aspects of their performance of the role.
- They will be able to think creatively and strategically and implement long-term solutions to administrative challenges, but will couple this with the pragmatism and servant-heartedness to 'get stuck in' whenever necessary.
- They will have excellent interpersonal skills – able to empathise and support in pastoral / managerial situations, as well as having the skills to be able to constructively confront and challenge colleagues when needed.
- They will be comfortable with managing and analysing data, using tools such as MS Excel. They will be familiar with the opportunities afforded by IT and sufficiently comfortable in this area to consider, for example, managing and updating a web site as well as having complete confidence in using MS Word, and MS PowerPoint.
- They will be self-starting and have a passion for ensuring that the detail of their work is correct and that their conclusions are well founded.
- They will be disciplined and orderly in their work methods, ensuring that decisions and assumptions are well documented and that agreed actions are followed up.
- They will have sufficient communication skills to be able to "sell" the results of their analyses to other staff members and their wider teams.
- They will be able to express themselves clearly, engagingly and concisely in speech and writing.
- We welcome applications both from more mature applicants who have relevant experience from previous employment or from younger applicants who have a natural aptitude for the role and are excited about the prospect of developing their skills.

## **TERMS AND CONDITIONS**

- The appointment is for a full-time role.
- The Church Administrator is entitled to 30 days holiday a year.
- A salary in the range of £23,000–£30,000, depending on qualifications, skills and experience, with an additional employer pension contribution of 3% of salary.
- An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.
- The appointment is subject to:
  - a clear disclosure from the Disclosure and Barring Service;
  - proof of eligibility to work in the UK.