

Job Description: Church Administrator

The below information provides an idea of what would be involved in this new role. It is envisaged that elements of this job description will evolve over time to facilitate the mission and aims of the church. The Church Administrator will have scope, along with the Rector, to shape the job in the way which best serves these purposes.

St Leonard's is a large, eclectic evangelical Anglican church in Exeter with a long history of Bible teaching ministry. We hold to traditional Biblical teaching in all areas of doctrine and ethics and subscribe to the statement made by Anglican Bishops in Lambeth 1:10.

It is our desire to reach out to those who are not yet Christians, build up those who are, and send out workers into the world who will serve God's growing kingdom. We believe that the Lord Jesus builds his church by his Spirit and as we give ourselves to the ministry of word and prayer.

St Leonard's Staff Team

Clergy

Rector

Associate Rector

Curate

Ministry Staff

Children and Families' Minister

Assistant Childrens and Families' Minister 15 hours

Ministry Assistant (2023–2024)

Church Office Staff

Church Administrator This vacancy

Ministry Support Administrator 22 hours

Safeguarding Administrator 12 hours

The Church Administrator will work alongside the existing Church Office staff to make us as effective as possible in reaching out, building up and sending out people. He or she will be directly responsible to the Rector and will coordinate administration for below areas:

Human Resources

- Pay and Pensions (liaising with Treasurer), Recruitment (with Rector)/Contracts and Appraisal/Management systems (with Rector and HR group).
- Ensuring that the new Safer Recruitment and People Management system is up to date with processes and training communicated to others as required (liaising with staff team, Safeguarding Officer and Safeguarding Administrator).

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Church Centre Management

- Systems for Health & Safety, Risk Assessments and Training (including upkeep of church first aid kits).
- Audio Visual equipment (liaising with Buildings Committee).
- Other buildings requirements (liaising with Buildings Committee).
- Development and monitoring of Risk Assessment and Finance systems.
- Updating regular church centre contracts (e.g. IT, phones, printer/photocopying, utilities) and copyright licensing.
- Managing insurance contracts (with Finance team).
- Overseeing bookings (with other administrators).
- Liaising with Treasurer and Churchwardens regarding church centre finance as required.
- Responding to enquiries as required.
- Other duties as required.

Records/Legal Requirements

- Ensuring compliance with legal and moral obligations with regards to Health & Safety, Food Hygiene and understanding responsibilities relating to financial book-keeping.
- Understanding the Administration of safeguarding processes (for which the Safeguarding Sub-committee have overall responsibility) including Safer Recruitment and People Management and complying with our policy and practice guidance.
- Ensuring certification and compliance.
- PCC administration as requested by the Rector and PCC (including policy updates etc).

Other

- Support for the Rector and staff team as required, including with wider church (ReNew, Peninsula Gospel Partnership, Diocesan Evangelical Fellowship, etc).
- Attendance at staff meetings as required.
- Understanding the other areas of administration, to cover as required.
- Working with other administrators, Rector and Churchwardens to ensure smooth management of the church office.

The Church Administrator will not be a member of the PCC or sit on any PCC sub-committees but will liaise with them as required, under the direction of the Rector.

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Personal Qualities Required

Essential

The Church Administrator must have a personal faith in the Lord Jesus Christ and accept the Bible as the authority in all matters of faith and conduct. He or she must be godly, spiritually mature and prayerful, with a servant heart. He or she must be confident in communicating face to face with a variety of people and able to deal with outside bodies. Sensitivity, good communication skills and wisdom in all such interactions are essential.

The Church Administrator must be proficient in the use of office software (Word, Excel, Outlook etc.) and be numerate and literate, a good organiser and able to develop systems of administration.

The Church Administrator must understand the necessary boundaries of confidentiality and the distinction between pastoral ministry and the administration which supports it.

Terms and Conditions

Hours of working

The post is full time, but consideration would be given for this to be a part time role of 3 days per week. Whilst there will be a requirement for some flexibility (for which time off in lieu will be given) the working hours will be 9:00am–5:00pm with 30 minutes for lunch. 22 days of paid holiday are allowed each year, in addition to Bank Holidays, rising annually to a maximum of 25 days plus Bank Holidays. The contract will be permanent, with a three month probationary period. The Administrator will work in the church office unless discussed otherwise with the Rector.

Salary and Pension

The salary will be up to £25,000 pro rata, depending on experience. Further details, along with the pension arrangements, will be available on interview. It will be paid monthly in arrears.

Application

An application form is provided. Please complete this and send, together with a Curriculum Vitae, to:

HR
St Leonard's Church
Topsham Road
Exeter
EX2 4NG
hr@stleonards.church

The closing date for applications is 20th November 2023
Interviews will be held on 5th December 2023

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Person Specification

Requirement	Essential/ Desirable	How assessed?
Qualifications <ul style="list-style-type: none"> • degree or diploma • current driving licence 	<ul style="list-style-type: none"> Desirable Desirable 	<ul style="list-style-type: none"> Via application form and interview Via application form and interview
Experience <ul style="list-style-type: none"> • experience of working in similar role • experience as a team or project leader and of supervising staff or volunteers • experience of serving in the local church • experience of premises management • general accounting and payroll experience • experience of accounting software 	<ul style="list-style-type: none"> Essential Desirable Essential Desirable Desirable Desirable 	<ul style="list-style-type: none"> Via application form and interview Via application form and interview Via church reference and interview Via application form and interview Via application form and interview Via application form and interview
Knowledge <ul style="list-style-type: none"> • knowledge of church worship and ministry • knowledge of the Church of England — worship, ministry and structures • knowledge of general accounting principles and practices 	<ul style="list-style-type: none"> Essential Essential Desirable 	<ul style="list-style-type: none"> Via church reference and interview Via application form and interview Via application form and interview
Skills and competencies <ul style="list-style-type: none"> • excellent interpersonal communication skills — written and oral • strong attention to detail • general office and clerical skills • confident IT skills • strong prioritization skills and ability to manage workload • excellent organizational skills • ability to work flexibly 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential Essential 	<ul style="list-style-type: none"> Via application form, interview and employer reference Via application form, interview and employer reference Via application form, interview and employer reference Via application form, interview and employer reference Via application form, interview and employer reference Via application form, interview and employer reference Via application form, interview and employer reference
Personal Attributes <ul style="list-style-type: none"> • ability to understand boundaries in life and ministry • careful listener • ability to respect matters of confidentiality, sensitivity and compassion • ability to make decisions and take initiative • motivated to deliver high quality output • ability to manage the unexpected • enjoyment of learning and new experiences • ability to understand boundaries in life and ministry 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Desirable Desirable Essential 	<ul style="list-style-type: none"> Via interview Via interview Via interview Via interview Via interview Via interview Via interview Via interview