

### **Role Context: (Our vision!)**

The vision for St. Botolph's Chevening Church is to be a beacon of hope: Bringing God's transformational love to our whole lives and whole Community. Our mission is to be a worshipping community, where everyone can belong – whatever age or stage of faith. Where we grow in the knowledge and love of God, inspiring a desire to serve others.

This is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture.

### **Role Summary:**

St. Botolph's is looking for an experienced and skilled administrator. The Parish Administrator will work closely with the Rector, Church Warden(s) and other staff members to ensure the smooth running of the day to day church ministry and to ensure the day to day running of St. Botolph's Chevening Church is done efficiently and effectively in its work towards the vision and mission set by the PCC.

The post-holder will be expected to be a key face and voice of the church to the wider community so a pastoral and respectful attitude is crucial. This position requires an ability to work in a flexible environment, where multi-tasking, sound decision making, self-motivation and discretion are essential.

### **Reporting:**

Line Manager: Rector

Reporting: Rector (on behalf of PCC) and PCC as required

### **Terms & Conditions**

Hours: Flexible part-time role 23 hrs pw (some Sundays and evenings required)

Contract: 12 months (This position has the scope and potential to be extended and to evolve with more responsibility depending on the right candidate)

Salary: London Living Wage £11.95/hour (approx. annual salary £13,192)

### **Key Responsibilities:**

#### **Administration of Church Ministry**

- Act as first primary contact in the church office throughout the week
- Providing crucial administration for the smooth running of Sunday services i.e. overseeing Sunday ministry rotas, resource needs for baptisms, communion services etc. and general Sunday related operations.
- In conjunction with the Rector, Church Warden(s) overall management of the church and Rector's diary.

- Secretary to the PCC: Including, minuting PCC meetings; coordinate production of the Annual Reports in preparation for the Annual Parochial Church meeting, policy updates.
- Attend and participate in weekly Team Meeting, Church Prayer Meeting and Sunday Services

#### **Life Events**

- Liaise with all parties for the arrangements of weddings, baptisms and funerals and overseeing each through to the settling of invoices.
- Working alongside the Events & Hall Manager to facilitate and help plan church events

#### **Facilities**

- Arranging repairs and maintenance for all church owned property.
- Run the office – ordering licences, registers, stationary, hospitality and kitchen supplies.
- Manage and annually review service contracts, e.g. cleaning, IT and telecoms.

### **Person Specification**

#### **Personal skills and abilities**

##### **Essential**

- Excellent communication skills both written and oral
- Advanced MS Word, Excel and PowerPoint skills
- Pastoral
- Excellent organisational skills
- Good interpersonal skills
- High attention to detail
- High level of confidentiality

##### **Desirable**

- Experience with contracts and legal proceedings
- Budget management
- Project management skills
- Current Driver's licence

#### **Personal Qualities**

It is essential that the role holder is:

- Self- motivated
- Strategic
- Flexible
- Committed to and passionate about the vision of St. Botolph's Church
- Enthusiastic
- Has sense of fun and humour