

Church Administrator

Job Description & Person Specification



We are looking for a Church Administrator for 10-12 hours per week to support our Vicar and the congregation as we learn to live for Christ; unite in Christ; and love like Christ.

ABOUT US

Christ Church is a vibrant Anglican church in the heart of Newtown, Chester. As a church we value prayer, preaching, Bible teaching, pastoral care and reaching out to others through evangelism. We are passionate about the intentional inclusion of people of all ages and stages of faith from across the theological spectrum.

Key events during the Christ Church week include Sunday Services, usually at 9.00am and 10.30am, a weekly toddler group, a drop-in service for the homeless community, and regular church family events. Christ Church consists of its historic church building where most services take place and the Mission House opposite which has space for offices and meetings. The Mission House is also available for hire and is in regular use as an externally rented meeting space for various groups.

YOUR ROLE

The postholder will be responsible for all general church and office administration. Additionally, they will be required to help with the maintenance and updating of our social media channels and church platform. They will also take an active role in regular staff team worship and/or prayer.

General Church Administration

- Being the central point of contact for incoming communication at Christ Church including phone calls and emails, responding as a representative of Christ Church's beliefs and values.
- Compiling information and sending out weekly newsletters via MailChimp.
- Keeping Charity Commission details up to date.
- Being responsible for Annual Parochial Church Meeting administration - sending out election forms, collecting ministry reports and collating the Annual Report.
- Administrative tasks to ensure the smooth running of the church: e.g. ordering office and church supplies; supporting Churchwardens with maintenance related administrative tasks; ensuring the timely return of documents to the Diocese of Chester.
- Administrating church Connect Groups: e.g. liaising with people wishing to join a new group and updating the database.
- Compiling and submitting grant and funding applications
- Other duties as the Vicar may from time to time reasonably require

Sunday Services Administration

- Producing, communicating and maintaining church rotas including weekly email reminders.
- Compiling rotas for various Christ Church teams: e.g. readers, intercessors, welcome team and church flowers team.

Media and Website maintenance

- Updating church website as required by the Vicar.
- Maintaining church membership database, ChurchSuite, by updating and adding rotas, contact details, and sermon series - with the scope of expanding its usage in the future

- Composing and posting social media content, including religious content, and administrating social media accounts in collaboration with the Vicar
- Designing and ordering print materials (e.g. posters, postcards, leaflets etc.)

Community Leaders' Lunch

- In consultation with the Vicar and local Councillors, organising the date, venue, and arranging catering for termly Community Leaders' Lunches.

YOUR SKILLS

- Excellent organisational and administrative skills.
- Excellent written and verbal communication skills.
- Proven IT skills, including competence with Microsoft Outlook, Word, and Excel. Confidence using, or willingness and capacity to learn to use, MailChimp (mailings), Canva Pro (design), WordPress (website) and ChurchSuite (database).
- Attention to detail.
- A polite and professional manner especially when dealing with confidential issues, including safeguarding issues, and other matters.
- The ability to take initiative, learn quickly and adapt to the needs of a changing church environment.
- Personable and approachable.
- Confident in creating, scheduling and publishing social media content and other communications material that celebrates and promotes the core business of the church.
- A person of trustworthiness, integrity, and reliability who is sensitive to the complexities of working for a church, alongside lay and ordained staff and volunteers.

YOUR EXPERIENCES

- Previous experience in an administrative or organisational role
- A track record of taking initiative in a paid or voluntary role
- In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian, and we would expect our Church Administrator to adhere to our values as a church.

YOUR QUALIFICATIONS

- No specific qualifications needed. GCSE Maths and English desirable.

ADDITIONAL INFORMATION

The postholder will be entitled to 25 days + bank holidays annual leave per annum, pro rata. The post is for between 10-12 hours per week. Days/times to be agreed. There is the possibility of increasing hours over time. We are looking for someone to start as soon as possible. This post is initially for a period of 12 months, with a hope that the role will become permanent. The role will be remunerated at £13.10 per hour.

The Church of England is committed to promoting a safe environment and culture for everyone including children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training. Christ Church is committed to safely recruiting and supporting an individual to undertake the Church Administrator role. The individual appointed will be expected to follow Christ Church's safeguarding policy and procedures and act in line with the Code of Safer Working Practice.

The successful applicant will be required to undergo a Basic DBS (Disclosure and Barring Service) check.

Our policy on the recruitment of ex-offenders can be found at
<https://www.christchurchchester.com/recruitment-of-ex-offenders/>

This job description does not form part of the Contract of Employment.

Please send the attached application form to vicar@christchurchchester.com

Deadline for applications: Tuesday 11 March 2025, 5.00pm

Interviews are scheduled to take place in the week commencing 24 March 2025.