

Job Opportunity Church Administrator

The Guild Church of St Katharine Cree (SKC) is a church for all workers in the heart of the City of London on Leadenhall Street. We are building a church community where those working in occupations which are often low paid or precarious are at the centre of our church life and leadership. We have a developing rhythm of regular and occasional worship, as well as new activities such as English classes. We also play our part as a significant historic civic church in the life of the City of London, as a venue for concerts and meetings, and as a place for tourists and groups to visit.

We are looking for someone to be a **Church Administrator**. This is offered initially as 16 hours per week at £30,000pa pro rata (£16.50 per hour) worked over at least three days by mutual agreement. There may be scope in future, by agreement and subject to funding, to increase hours (either year round or during school term time only if appropriate).

This role will contribute directly to fulfilling our vision by being a core team member with responsibility for supporting the Priest-in-Charge and handling administration of the church so that it operates effectively. This role will work closely with the Priest-in-Charge to run the church to support the outward mission of the church and the community and activities here.

Key relationships

- SKC is led by the full-time Priest-in-Charge, Revd Josh Harris, who oversees the work and ministry of the whole church and is leading the development of its mission, operations, and building. This job will report directly to Josh.

Other key relationships will include

- The Worker Church Project Team who are developing our mission and activities among workers in the City especially in low paid or precarious work.
- The Joseph Centre is a new project to generate wider discussion about low paid work in the City led by Josh alongside a Business Engagement and Research Lead.
- Volunteers in all our ministries and the Guild Church Council of legal trustees.
- Hirers and users of the space, both occasional and one-off but also regular users who we have a longstanding relationship with such as NA meetings.
- Contractors and maintenance staff (e.g. our cleaners).
- External: Church of England bodies including the local deanery and other churches; civic and City of London connections, local businesses.

Job Description

There is scope to shape this new role to the individual appointed and to develop the role over time. We will together establish reasonable expectations for the role within the hours available. However, we would expect the following to be the basis for the role:

1. **Welcome and a point of contact**

- a. Act as a point of contact for the church for enquiries by email, phone or in-person, signposting to others where appropriate, developing an understanding of the church's mission and history to answer enquiries and effectively represent the church.

2. **Clergy support**

- a. Provide administrative support to the Priest-in-Charge as required, for example setting up meetings, responding to invitations, making travel arrangements, and booking rooms.

- b. Support the Priest-in-Charge in their role as Chair of Trustees by acting as Secretary to the Guild Church Council including taking minutes of meetings (usually held monthly on Zoom on weekday evenings) and scheduling meetings.
 - c. Assist with arrangements for occasional worship services, for example by printing service sheets.
 - d. Maintain the service registers, and support completion by the Priest-in-Charge of annual returns to the Diocese and other church authorities.
- 3. Central administration**
- a. Manage the church's filing systems and oversee the church contact management system (Churchsuite) to ensure this is kept up to date and useful, finding opportunities to maximise the benefit from it. (*Training on Churchsuite is provided*).
 - b. Order supplies for the office (paper, etc) and church (wafers, wine, candles, etc) as required, and for specific activities or events as requested.
 - c. Some basic on-site financial administration: banking cash, gift aid processing, invoicing, and recording payments on our online bookkeeping system (ExpensePlus).
- 4. Premises administration**
- a. Be a first point of contact for hirers and potential hirers and users, representing the church effectively and ensuring use of the building aligns with our mission.
 - b. Maintain the church diary and ensure effective administration of bookings and hirers including managing hire agreements and invoicing.
 - c. Organise on-the-day logistics for hires including setting up for events and liaising with event vergers when required.
 - d. Be the church Health and Safety Officer, working with the trustees and Priest-in-Charge to ensure we meet our legislative and statutory obligations for safeguarding, health and safety, risk assessment and data protection.
 - e. Be a first point of contact over routine maintenance issues, handling minor issues as appropriate with the Site Assistant and working with the Priest-in-Charge and Churchwarden on anything significant, and overseeing annual maintenance contracts (including cleaning, gas servicing, pest control, lightning conductor, etc) and organising maintenance visits as required.
 - f. Undertaking any other relevant tasks from time to time which might be necessary to fulfil the role.

Training

We will provide additional training necessary to do the job (including safeguarding, first aid, and on specific IT systems like Churchsuite) and also we will look to provide relevant learning and development opportunities to help you develop your skills and grow in your vocation.

Person Specification

Qualities and character

We are looking for someone who can demonstrate:

- Complete trustworthiness and integrity.
- A generous attitude towards colleagues and a willingness to 'get stuck in' when necessary.
- A welcoming attitude towards all while coping with a task list.
- A disciplined and diligent approach to handling responsibilities, able to be an effective 'completer-finisher' with administrative tasks.
- A connection between their own Christian faith and a desire to contribute to the ministry of St Katharine Cree including joining in with mid-week Christian prayer and worship. (As a Guild

Church we do not have a Sunday service or a typical parish congregational life and you are of course free, if you want, to belong to and worship in another church)

- A desire to contribute to our objective of building a workers' church in the City of London.

Qualifications and experience

We will look for evidence of the following:

Essential	Desirable
Experience relevant to this role (e.g. reception or office work, customer service roles, hospitality management)	Experience of working in a church office or an understanding of the particular challenges and opportunities of church administration
Familiarity with IT and comfort using email as a main means of communication	Proficiency with IT systems including Microsoft Office, G Suite, invoicing and basic accounting systems and/or contact management systems.
Willingness to learn about Church of England structures and ways of working	Existing understanding of Church of England structures and processes
Strong literacy and numeracy skills evidenced through education or experience.	
Able to communicate clearly in written and spoken English.	Experience of interacting with speakers of other languages and/or your own knowledge of additional languages (especially Spanish)
The right to work in the UK and willingness to undertake a basic criminal records check and safeguarding training	

As a core member of the church team you will need to be comfortable working in and actively supporting Christian mission in a Church through your role, including being present at and from time to time leading team prayers, and supporting activities which seek to bring people to faith in Jesus Christ. This role therefore carries a **Genuine Occupational Requirement to be a Christian** in sympathy with our objectives.

Safeguarding

St Katharine Cree is committed to safeguarding the welfare and protection of children and vulnerable adults throughout our work and in our partnerships with other institutions. **This role is subject to a satisfactory Basic DBS check.** The role will require undertaking relevant Diocese of London safeguarding training, if a current certificate is not already held, which will be arranged by the Line Manager.

SKC's full Safeguarding Policy will be provided to all new staff on joining the organisation and they are expected to read it and act in accordance with it at all times.

Application

If you are interested in this role, please complete the application form and send it along with a covering letter which explains why you would like to apply for the role (no more than 2 pages please), to the Priest-in-Charge, Revd Josh Harris by **5:00pm on Thursday 7th December** to josh@stkatharinecree.org

ST KATHARINE CREE CHURCH

If you would like an informal conversation before applying, please contact Josh.

Interviews are currently planned to take place on 15th December. Please say when applying if there are any issues with your availability and we will be as flexible as we can to schedule the interview with you for another day.

The interview process will include a panel interview, an informal meeting with some of the team and community, and a task to help us understand how you work.

Please tell us (josh@stkatharinecree.org) if there are any reasonable adjustments we can make to enable you to apply or take part in the interview process.