



ST MARTIN'S
STOCKPORT

Church Administrator

July 2019

We are looking for a gifted, skilled and experienced administrator to work on a flexible, part-time basis to support our ministry. The purpose of the role is to deliver effective management of the day to day administrative operations of the church by co-ordinating and facilitating both tasks and volunteers. The role will work in close co-operation with the minister and leadership of the church.

Objective: To enable the various ministries of St Martin's to flourish under God by providing administrative oversight and planning.

Responsible for: Overseeing the activities of St Martin's through management of the administrative, operational and logistical aspects of ministry.

Context / Location: Initially 20 hours per week to be decided in discussion with the PCC representatives with the possibility of increasing hours in coming years. The expectation is that the majority of work will be from home.

Terms and conditions

A full contract of terms and conditions will be issued to the successful applicant but the following provides a brief overview:

Salary	<i>£10,400 a year paid monthly. This salary equates to a full-time gross annual salary of £19,24 plus pension contribution.</i>
Hours	20 hours per week, to be determined in discussion with the minister with Sundays not work days.
Holidays	Annual paid holiday entitlement is 28 days pro-rata (equivalent to 14 days for 20 hours per week). Leave should be arranged in advance with the minister, bearing in mind the particular demands of preparation for busy periods in the church calendar.
Probation	There is a 3 month probation period

Key attributes

The nature and context of the role means that for this post there is an occupational requirement for a committed Christian employee, demonstrating full support for the mission, vision and values of St Martin's and also being a member of St Martin's congregation.

- Seeking to grow in godliness in keeping with the lists for deacons in the NT (1 Timothy 3:8-13)
- Knowledge of and obedience to the Christian gospel and scriptures
- Humble servant heartedness
- Planning and organisational skills including the ability to give clear instructions to others
- Strong interpersonal and communications skills
- An ability to work well in a team, and also to *work well on own*
- The ability to be a self-motivated self-starter is essential to the role

Key responsibilities:

Enquiries

- Act as a first point of contact for all enquires whether in person, or by phone, post or e-mail and ensure that they are dealt with politely and professionally.

Administrative support

- Provide general administrative support to the minister, including in all matters related to baptisms, funerals and weddings. This includes dealing with enquiries, communications, bookings, registers, certificates, materials, payments etc.
- Taking on other regular administrative tasks to serve the wider ministry of St Martin's.
- Provide events management administration as required, e.g. for Church Day / Weekend away.

Public Worship

- Responsible for overseeing the logistics of our Sunday services. Including printing, rotas, graphics, visuals, catering
- Responsible for overseeing the logistics of mid-week groups.

Communications

- Oversee and develop a communications strategy within the church family to ensure that church members and the public remain informed of what's going on in the life of the church.
- Responsible for publicity within the church and the wider parish.
- Responsible for our online presence, ensuring that the website is up-to date and effective and that social media is used effectively.
- Responsible for overseeing and maintaining all record keeping for St Martin's including maintaining the church database.

Business and finance

- Working with the DBS coordinator to maintain and complete records of DBS registration.
- Developing a good working knowledge of St Martin's accounts and finances in liaison with the church treasurer and others on any accounts team.

Building and grounds

- Overseeing the upkeep, maintenance and care of the building and associated supplies.
- Advising the PCC on matters relating to furniture, resources, equipment etc, and provide administrative support for any purchasing.
- Communicating with the buildings team about the state of the premises, maintenance requirements, health and safety concerns etc.
- Oversee insurance requirements and act as the main point of contact with insurers.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the church minister. The role will naturally develop as new opportunities and responsibilities become apparent.

Key contacts

- Rev'd William Rubie – Congregational minister and line-manager
- The wardens and PCC – Employer
- Church Safeguarding officer – Abi Hayward Shott

How to apply

Please send your CV ensuring it includes details of the church you currently attend and the notice required in your current employment.

We would also like to you provide a covering letter which includes the following:

- i. Reflecting on the job description please describe succinctly and honestly, why you would be suitable for this position.
- ii. How do you think you match up to the person profile? What are your areas of strength and what are the weakest matches?
- iii. Would any of the points in the section about contract terms, or anything about the beliefs and culture of our church cause you concerns? If so, what and why?
- iv. Please briefly tell us how and when you became a Christian and what you regard as fundamental to your faith. How does your faith impact your life?
- v. Are there any special arrangements that you require should you be called for interview?
- vi. Have you ever been convicted by the courts or cautioned by the police for a criminal offence? If Yes, please give details (subject to the Rehabilitation of Offenders Act 1974)

Please could you also give details of three people who would be willing to act as a referee? We would prefer referees who have known you for at least two years, one of whom you should know in a work capacity. For each referee please give details of their name, address, day and evening telephone numbers and the context in which they have known or worked with you.

Please present this information formatted as you see fit.

Finally, please ensure that you have included telephone numbers and any dates which you know you will not be available for interview in the weeks following the close of application.

Please send your completed application by email to will@stms.org.uk and mark your email as 'Confidential.'

Closing date for applications: **Monday 9th September 2019 at 17:00 hours.**

Interviews to be held later in September (dates to be confirmed).

Checklist for your application:

- Your CV
- A covering letter answering the questions above
- Details to contact three referees
- Your contact details