

Job Title: Church Administrator**Location:** The church of Christ the King**Hours:** 12 hours per week, 9am-1pm Monday, Tuesday and Thursday**Salary:** £13.50 per hour**Holiday** – 20 days + Bank holiday pro rata**Term** – Fixed term – initially 6 months (with a view to extending and increasing hours)**Accountable to** – Clergy or designated lay person**Probation** – 3 Months**About Us:**

Christ the King is a vibrant and welcoming Christian community committed to serving God and our local area. We are seeking a dedicated and organised Church Administrator to join our team and support the smooth running of our church's ministry and mission.

About the Role:

The Church Administrator will play a key role in supporting the day-to-day operations of the church. This includes coordinating church communications, maintaining records, managing the church diary, supporting worship preparation, and acting as a first point of contact for the church office. This is an evolving role and there is scope for development as the church grows.

Key Responsibilities:

- Ensure that all emails, phone calls and paperwork are acted upon and passed on to the relevant person. Any correspondence is to be filed in an appropriate manner.
- To coordinate efficient communication of information and decisions within the church and between church organisations and to oversee the content of the weekly news sheet and church notice boards.
- Arrange bookings and invoices for the church rooms and liaise with the appropriate personnel.
- Order stationary and other supplies for the office and church.
- To coordinate the practical organisation of baptism, wedding and funeral services, thus releasing the staff to attend to the related pastoral needs.
- Support the clergy with various administration requests.
- Ensuring the rotas for all aspects of church life are issued well in advance and managing any changes where appropriate.
- Maintain the registers required by the C of E, and ensure church policies are up to date under the guidance of the PCC.
- Compile the APCM booklet and ensure that all reports are received on time and the relevant notice given to the church family.
- Keeping the Electoral Roll records up to date.
- Producing or ordering leaflets, and publicising various events for distribution around the parish.
- Administration support for other church staff, church wardens, and ministry leaders when appropriate.
- Regularly meet with the staff team to make sure everything is in place to function as effectively and efficiently as possible.

- The office may be a place where pastoral guidance may be sought, and therefore the relevant ministry leader should be notified.
- To identify tasks that volunteers could assist with and support the development of a volunteer team.
- Keep the office clean and tidy.
- Roles and responsibilities to be reviewed regularly but at least annually by a church warden.
- Ensure compliance with safeguarding and GDPR policies and liaise with clergy and PSO as necessary.

About You:

The successful applicant will be:

- Highly organised, with excellent administrative and communication skills.
- Proficient in Microsoft Office and comfortable using email and databases.
- Friendly, approachable, and able to work independently.
- A practicing Christian with a personal commitment to the mission of the church.

See also the attached person specification.

Occupational Requirement:

This post has an occupational requirement for the post-holder to be a practicing Christian, in accordance with Schedule 9, Part 1 of the Equality Act 2010, as the role involves supporting and promoting the Christian ethos and ministry of the church.

To Apply:

Please request / download an application pack and complete the application form.

Application deadline: 30th July

Interviews: Monday 11th Aug (TBC)

We warmly welcome applicants from all Christian backgrounds.

Successful candidates will be required to undergo a Disclosure and Barring Service (DBS) check, which will be a condition of employment, and provide two references as part of our commitment to safer recruitment.