



Christ Church

Hillsborough & Wadsley Bridge

Job Description: Church administrator

Who we are: Christ Church is a small to medium-sized Anglican evangelical church family. Our parish is an area of deprivation and we're deeply connected here through families, friendships, strong school links and outreach ministries. We're growing steadily in numbers and depth and rejoicing to see many people of all ages becoming Christians.

Location: Christ Church Hillsborough and Wadsley Bridge, Sheffield, S6 1LA
<https://christchurchhwb.org.uk>

Reporting to: Oversight Minister (Vicar)

Hours: Part-Time, 8 hours, possibly increasing to 16 hours subject to evaluation (limited Sunday work may be required)

Salary: £26,437 FTE, (£5,287 pro-rata initially). This is the national living wage rate of pay. Optional 5% employer's pension contribution.

Applications Deadline: see advertisement.

To apply: please send your CV with a covering letter outlining your reasons for applying, to Jim Crossley, Vicar, at vicar.christchurchhwb@gmail.com. Informal conversations pre-application are also welcome.





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PURPOSE OF THE ROLE

- To enable Christ Church, and our mission in Hillsborough and Wadsley Bridge, to thrive through developing and maintaining our administration and projects, and through being part of the staff team.
- To be responsible for coordinating church operations, supporting the Vicar and the Children's Youth and Families Minister, PCC and Churchwardens to conduct our operational life effectively.

We believe reliable administration and communication helps us flourish as a church family and live out our calling to serve our community and make Jesus known.

AREAS OF RESPONSIBILITY / TASKS

General Responsibilities

- Be a key member of the staff team, helping to shape and implement the church's ministry and mission.
- Proactively develop administrative systems, together with the church leadership, that enable the proper functioning of the church.
- Support Ministers and the PCC with coordinating and overseeing projects – including building projects.
- A limited amount of Sunday work may be required.

Communication

- Maintain and develop internal and external communications including our website.
- Represent Christ Church to the community, as the first point of contact for many enquiries by phone and email.

Events and Bookings Coordination

- Weddings, Baptisms & Funerals: Oversee communications and systems for these events.
- Coordinate and bring creative insight and planning into church and missional events.

Financial Support

- Provide assistance to the Treasurer and Treasury Team as needed, including raising and processing invoices, processing expense claims and assisting with producing reports.

Compliance and Systems

- Provide assistance to the Records group in overseeing and develop our physical and electronic filing and data storage systems in line with GDPR and other relevant records storage guidance.
- Provide assistance to the PCC and its officers (e.g. the Safeguarding Officer - PSO) in developing and maintaining up-to-date and compliant policies and procedures.



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- Work alongside the PSO as the 'lead recruiter' (safeguarding administrator) organising DBS checks, safeguarding training, and safer recruitment measures.

Sunday Services Administration

- Provide assistance to the Churchwardens and Deputy Churchwardens in coordinating rotas and maintaining consumable supplies and other resources needed for our Sunday gatherings.

Other responsibilities

- To undertake any other duties by agreement between the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation.

COMPETENCIES AND CHARACTERISTICS

Essential:

Skills & Experience

- Good communication skills - both written and verbal
- Confidence to use own initiative and bring ideas
- Strong organisational skills – able to prioritise own workload
- People-focused approach – supporting others to thrive and being patient with all (especially those who lack education and resilience)
- Good attention to detail - incl. numeracy skills and creativity
- Able to maintain absolute confidentiality where required
- Self-motivated learner, flexible and adaptable to change
- Practical approach to problem solving and resolution
- Working knowledge of common software systems including Microsoft Office (Excel, Word, PowerPoint) and the Google suite

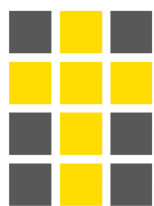
Behavioural & other characteristics

- Christian faith
- Honesty
- Integrity
- Manages relationships positively
- Inspires trust and confidence

Willingness to develop the following Working Environment Knowledge

(Training provided where appropriate):

- An understanding of the life and mission of the church
- Aware of Health and Safety requirements for role/environment, incl. buildings
- Able to comply with statutory Safeguarding and Data Protection guidance



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Desirable:

Skills & Experience

- Knowledge of the workings of a Church of England parish church and its mission
- Administrative qualification or relevant experience
- Experience of working within both Health & Safety and Safeguarding requirements to meet legal obligations
- Graphic design skills

Other Characteristics

- Because the work of this role is part of the active ministry of the church and congregation, being a member or a willingness to become a member of the Christ Church Hillsborough and Wadsley Bridge community is very desirable.

ADDITIONAL REQUIREMENTS:

There is an occupational requirement for the post holder to be a practicing Christian, in accordance with Schedule 9 of the Equality Act 2010.

You will also be encouraged to take responsibility for your own personal development and learning with the full support of the Vicar.

In accordance with our safeguarding policy, appointment to this position will be subject to Christ Church's Safer Recruitment Process (part of the Church of England's safeguarding procedures).

Why work for us?

- Helping to shape the direction of a growing church, active in our community
- Part-Time working, and a degree of flexibility
- Personal development opportunities
- The chance to work with a church and a team that feel like a family

Working Days

Regular core hours would be spread across two weekdays (ideally mornings), with a degree of flexible working as agreed. Limited Sunday working may be required.

Other resources

Please see the Staff Handbook (we can send an email copy if required).