

Job Title:	Operations Administrator	Hours:	20
Location:	St Peter's Centre, Oadby	Type:	Permanent
Working Pattern:	Weekday Mornings (Flexible)	Line Manager:	St Peter's Minister
Pension:	5% Employer Contribution 3% Employee Contribution	Salary:	£10,400-11,440 (dependent on experience)

Job Description

St Peter's Oadby is a busy, suburban church situated on the southern outskirts of Leicester. The PCC is seeking to appoint an Operations Administrator.

The role of the Operations Administrator is to help to facilitate the effective administrative operations of St Peters and enable others to fulfil their own roles and ministry by bringing initiative, creativity and integrity to the functions of the parish office and interaction with the wider community. The Parish Office is vital for the smooth organisational running of St Peter's Church and St Peter's Centre.

The post is for 20 hours per week, primarily to be fulfilled each weekday morning, but to include some more flexible working hours as well. St Peter's has a vision to develop its communication strategy and will look to the new Operations Administrator to develop this in partnership with the wider team. The post is particularly suitable for someone who has had PA/Administrative experience. They would be a key member of the ministry team of the parish and held in high esteem.

The roles listed below include a range of jobs which may be spread across a wider team of volunteers and paid staff, however it is essential that candidates would be willing and able to take on various tasks if required. There is also the possibility that this job may be developed with more hours offered.

Sundays & Events

- Co-ordination of Sunday Service Teams & Rotas, for example: Welcome, Readers, Coffee, intercessors, production
- Co-ordination of events logistics such as Alpha, Newcomers, including arranging hospitality & catering
- Arrange for the reading of Banns within services under the direction of the Clergy including meeting with applicants to check ID & completing Banns book
- Arranging occasional offices: Weddings, Funerals, Baptisms
- Produce materials for weekly services including printed & electronic
- Assisting with the production of Risk Assessments

Church Office

- Answer telephone calls, voicemails & emails to the church and direct enquiries as appropriate
- Ensure stock levels of office, cleaning, hospitality, sacristan & other supplies are maintained
- Photocopier monitoring and invoicing
- Ensure the church office is kept tidy and organised
- Taking the minutes for PCC meetings & APCM
- Safeguarding administration, including ID checks, taking up references and submitting DBS checks
- Assisting the finance team with bookkeeping and completion of monthly banking of cash & cheques
- Make appointments on behalf of the Clergy when required

- Production and mailing of correspondence (including stewardship review, All Souls and Christmas Fair)
- Maintenance of church registers

Room Bookings & Buildings

- Ensure correct rooms are booked for internal church events using 'ChurchSuite'
- Liaise with external customers & premises officer to organise bookings, including completing hire agreements, arranging access & giving tours of the facilities
- Send sales invoices to external customers for room bookings as and when required
- Arrange for external contractors to complete maintenance & update maintenance database

Communications

- Maintaining the 'ChurchSuite' database of members
- Updating the 'ChurchSuite' calendar of events each term with the church diary
- Preparing the weekly news sheet
- Arranging printing of materials as required including weekly news sheets, posters etc
- Maintain 'A Church Near You' website
- Administrative liaison with Churches Together in Oadby
- Maintaining and Updating Church Notice Boards
- Making updates to website using CMS system
- Updating of Social Media Pages
- Maintenance of YouTube Channel
- Creating and distributing press releases

General

- Be an effective internal and external ambassador for the parish, promoting the vision and values of St Peter's and positive reputation through active partnership with other relevant stakeholders.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Self-motivated and capable of taking responsibility without day to day supervision.
- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.
- Support your manager in identifying, assessing and managing potential risks involved in work activities and processes.
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.
- Record and use information in accordance with church procedures and legal requirements i.e. Data Protection.
- Comply with health and safety requirements.
- Perform any other tasks that may arise from time to time which are appropriate to this level of post.

Person Specification (E – Essential/D – Desirable)

- Excellent people skills (E)
- Able to interact sensitively with a diverse range of individuals (E)
- Operate with integrity and trustworthiness (E)
- Excellent administrative skills (E)
- Proven organisational ability (E)
- Self-motivated to work consistently to high standards (E)
- Able to work independently, proactively and willing to take responsibility (E)
- Able to work effectively as part of a wider team of paid staff and volunteers
- Willing to be flexible (E)
- Effective written and oral communication skills (E)
- Good working knowledge of Microsoft Office including Word, Excel & Outlook (E)
- Experience of Using Cloud Platforms such as Office 365 (E)
- Experience using ChurchSuite (D)
- Willing and able to learn additional programmes to fulfil role (E)
- Confidence in maintaining and developing Website (D)
- Willingness to attend professional development and training courses (E)
- Previous administration experience (D)
- Awareness of Safeguarding issues (D)

Christian Faith: There is no occupational requirement for the holder of this post to be a practising Christian, but you must be in strong sympathy with our vision and ethos, willing to act in a manner consistent with being a member of a Christian organisation. This position requires the successful candidate to be sensitive and confident as a public ambassador for the church in the local community and wider world. It is therefore important that you are able to develop and promote opportunities for Christian mission as the church seeks to grow. Knowledge of the church environment as a practising Christian would be an advantage in the role.

Applications

To apply for this role please send your CV and a covering letter explaining what you would bring to the role to: jtearne@stpetersoadby.org.uk By 28th February 2022

To arrange an informal conversation about the role or for more information contact:

Jon Tearne – Minister to St Peter's Church - jtearne@stpetersoadby.org.uk