



Administrative Assistant

Job Summary

This role is a six-month, fixed term contract to start in September 2021 to cover a short term need for administrative support. This is an important role that supports many of the critical elements that enables us to function well as a church. You will work closely with the Head of Operations, vicar and staff team to help realise the church's vision.

Working hours 12 hours, pattern to be agreed

Salary £10.50 per hour

Responsible to the Head of Operations and The PCC

Place of work St Chads Church Office, Romiley Lifecentre, 1-5 Stockport Road, Romiley

Context

St. Chads Church is the vibrant, joyful, Anglican parish church of Romiley in Stockport, we are charismatic evangelical and part of the NewWine network.

Purpose of the Role

To provide administrative assistance within the Operations team at St Chads. Administration is a spiritual calling that honours God and helps enables St Chads team to run smoothly and facilitates the operational activity of the church.

Key areas of responsibility

Assisting the Head of Operations in carrying out all administrative aspects of running the church.

Office Administration

- To support all administrative tasks related to church activities, assisting in such areas as; baptisms, weddings, funerals, Parish, Diocese and Church of England records, IT, booking requests, photocopying, filing and other related responsibilities as they arise.
- To assist with church communications including; written and email communications, web, social media and video content and editing.
- Coordinate rotas to help administer Sunday and midweek activities.
- To assist with managing the church's buildings, both in the logistics of their use and their upkeep.
- To help manage the church calendar and ChurchSuite.
- Answer telephone calls and direct calls as appropriate.
- Receive and respond to email messages.
- Schedule meetings.

PERSON PROFILE

Overview.

The person we are looking for to take on this role will have a servant heart and clear gifts of administration. The role requires a generosity of heart in relating well to people along with excellent organisational and administrative skills.

The following is a list of Essential and Desirable characteristics

	Essential	Desirable
Christian Faith & Understanding		
Committed disciple of Jesus, involved in church life	X	
A Bible believing Christian, prayerful, open to the renewing work of the Holy Spirit, holding traditional church beliefs and teaching in matters of faith and conduct	X	
Part of Church Family		
Willingness to work within the authority and structures of the Church of England and become a full member of St Chads	X	
Demonstrable commitment to St Chads vision statement	X	
Personal Qualities		
Good understanding and passion for church life	X	
Excellent communication skills, including listening and engaging others	X	
Able to establish strong healthy relationships with colleagues at all levels	X	
Excellent organisation skills of self and others	X	
Ability to confront and manage conflict in a redemptive manner	X	
Excellent self-management	X	
Drive to energise and motivate self and others	X	
Positive 'can do' attitude	X	
Resilient and Flexible, able to process challenges and difficulties in the role with humility, hope and honour.	X	
Skills and Experience		
Experience in administrative management	X	
Excellent time management, task prioritisation skills and judgement with the ability to juggle multiple competing priorities	X	
Efficient, organised and thorough	X	
Written and verbal communication, reporting and presentation skills	X	
Excellent attention to detail	X	
Good IT skills and knowledge of social media		X
Competent use of IT, including MS Office suite or Mac equivalent	X	
Video editing and graphic design		X
Creating and editing content for websites		X
Ability in creating and editing content for social media, including scheduling		X

Experience of and training in using ChurchSuite software		X
Other		
Willing to undergo enhanced DBS disclosure	X	
Fluency in spoken and written English	X	
Eligible to work and reside in the UK	X	

Working Requirements

- Part time, 12 hours per week, Monday to Friday, pattern to be agreed.
- Primary location for work will be Romiley Lifecentre.
- Is or will become a member of St Chads Church.
- Occasional evenings and weekends as required.

Annual leave

25 days plus statutory Bank Holidays (pro rata)