

Church Manager

Oversee the efficient administration of the ministry and mission of the parish by providing a high level administrative support
Principle responsibilities will include providing a high level first point of contact. Post holder be able to be forward thinking and able to use their own initiative and have a good working knowledge of Microsoft office

Job Purpose

- to be the leader who is accountable for all operational matters for the church
- co-ordinate and take responsibility for the administrative life of the church, to integrate with, develop and sustain an efficient organisation
- to be accountable for the leadership and management of the operations teams (both employees and volunteers) in the church so that they support the mission and life of the church and model our ethos and Christian values

Principal duties and responsibilities

Leadership and Team

- Key member of the Senior Leadership of the Church involved in the regular prayer life of the Church and attending/leading staff meetings
- Accountable for regular reporting and update to the PCC
- Ensure that team members all deliver the level of welcome and engagement with visitors to the Church, which demonstrates and models the ethos and Christian values of the Church
- Support the Vicar with any other appropriate tasks that they require to ensure effective implementation of the church's mission

Building

- In liaison with the Church Wardens management of building needs
- Accountable for all lettings
- Ensure the building is cleaned to an agreed standard
- Ensure that we provide a welcoming environment for all

Operational Systems

- Accountable for the development and purchase of all operational systems
- Ensure that all areas of the church infrastructure functions well
- Ensure an appropriate succession plan and cover for absence and holidays
- Accountable for rotas and materials/ support required
- Use iKnow to simplify and professionalise operational systems
- Manage the statistical returns
- Manage the office budget
- Work closely with finance team to lead any fundraising projects

Governance and Legal Issues

- APCM reports
- Ensure that all regular reporting requirements are met
- With the Safeguarding Officer ensure all safeguarding requirements delivered
- Appropriate record keeping, and archiving is maintained (church records etc).
- Church Policies management

Communication

- Development and implementation of the communication strategy
- Manage website and social media coverage and upkeep

Parish administration duties

- Electoral roll officer
- Attend a monthly diary meeting
- Coordinate the administration of occasional offices
- Provide PA support to the Vicar

Work Expectations

- Six-month probationary period
- Whilst the role is mainly Monday to Friday, the role holder will need to be available to work key dates and out of normal working hours when required
- The role holder may be required to attend PCC/ Church meetings and to regularly report to PCC on operational matters

Person Specification

Essential	
E	A confident and motivated leader who can motivate and inspire others
E	Ability to relate to people and listen well.
E	Excellent organisational, administrative and communications skills.
E	Creativity and imagination and able to think "outside the box"
E	A good team player with a servant heart who is willing to be hands-on with the practicalities of running activities. A self-starter
E	The ability and determination to persevere, work under pressure and deliver on time.
E	Competent IT user who understands and is willing to use social media (We use Microsoft 365 and iKnow) and the ability to develop and train others.
E	Someone with a good sense of humour and a positive, proactive attitude
E	Discretion, discernment and good judgment
E	Someone who is willing to learn and develop their own Christian faith, skills and gifting and whose life and character are fully consistent with their Christian faith
E	A sympathy with and understanding of the Anglican Church.
Desirable	
D	A readiness to be part of the worshipping community of St Wilfrid's

Working Agreement

Working pattern

- 15 hours, across 4/5 days in the parish office

Holidays

- 20 days and 8 statutory days (bank holidays) pro rata

Salary

- £10.00 per hour depending on qualifications and experience

Line Manager

- Church wardens responsible for the annual appraisal and any complaints
- Meeting on a monthly basis with the incumbent
- The annual appraisal being a forum for discussing any training or development needs and then taken to PCC for approval if necessary

Expenses

- All reasonable expenses will be reimbursed

How to apply

Please send a covering letter and CV by the **22nd May** to

Rev Sam Hustwayte

18 Crookdole lane

Calverton

NG14 6GF

vicar@stwilfrids-church.co.uk

Please include the names and contact details of 2 referees in your CV.