

# NEW STREET CHURCH ADMINISTRATOR

## Job Description

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| Reporting to:           | Lead Minister, New Street                                                                                                                                  |
| Location:               | Home-based                                                                                                                                                 |
| Standard working hours: | 7 hours per week (14 hours per week while we do not have a Lead Minister). Flexible working is possible but some hours on Thursday or Friday are essential |
| Contract:               | Fixed-term until 31st December 2027                                                                                                                        |
| Holidays:               | 25 days a year pro-rata (excluding bank holidays)                                                                                                          |
| Salary:                 | £20-22,500 per annum pro rata (i.e. £4,000 - £4,500 per annum)                                                                                             |
| Pension:                | Employees are eligible to join the Church of England Church Workers Pension Scheme, a non-contributory hybrid pension scheme.                              |

### Background

**New Street Church** was launched in 2019 in response to the objectives of Transforming Mission.

These are to:

- Develop a thriving missional community in the churches across Falmouth;
- Develop an effective ministry to the student community in Falmouth;
- Identify, nurture and train future leaders in ministry, lay and ordained, who can be deployed in the Deanery, Diocese and the wider Church;
- Develop a model of Town Resource Church, which will be replicated across towns in Cornwall and beyond.
- To develop an interconnected network of resources to be shared across the town to best serve the missional community, including venues, equipment and people.
- Develop a culture of church planting

The plan to execute these aims is contained in New Street's Strategic Implementation Plan, a copy of which will be supplied at interview stage.

See <https://newstreetchurch.org/> where you can find out more about New Street Church.

## Purpose of the Job

The role of the Administrator is to provide effective and efficient administrative support to the New Street Lead Minister and the church, enabling them to function efficiently.

## Key responsibilities

### 1. ChurchSuite (church management system)

- Managing, maintaining and developing **ChurchSuite** as our management system
- Providing ChurchSuite support to team and church members when needed.
- Creating and sending out mailings via ChurchSuite as necessary.
- Managing the interface between ChurchSuite, website, social media etc.
- Responsibility for ensuring compliance with GDPR

### 2. General administrative support

- Managing, maintaining and developing the use of Microsoft Office 365, Teams and Sharepoint for church leaders and users
- Providing administration support to the Lead Minister of New Street Church including being the first point of contact for enquiries and emails
- Assisting with producing Diocesan and Deanery reports and the Annual Report for the New Street CIO
- Co-ordinating the management of church policies, risk assessments and licenses
- Attending Leadership and team meetings for information-sharing and support
- Ordering supplies for the church and office as necessary and overseeing maintenance of office equipment
- Other tasks as appropriate to provide administrative cover during the vacancy of the Lead Minister post, such as:
  - Co-ordinating rotas, liaising with guest speakers,
  - Liaising with all involved in a service, ensuring the correct information is available to them
  - Maintaining the service register
  - Co-ordinating and producing the weekly church newsletter
  - Managing the church website and A Church Near You

New Street Staff are required to adhere to all of the organisations policies, including, but not restricted to, policies on Health & Safety and Safeguarding

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content.

This job description will be reviewed periodically and may be subject to amendment.

# PERSON SPECIFICATION

| Attributes                             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                                                                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Experience</b>                      | <ul style="list-style-type: none"> <li>▪ Significant office Administration experience including e-mail and file management and maintaining records</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>▪ Use of ChurchSuite or similar database tool</li> <li>▪ Use of Canva or similar design tool</li> <li>▪ Working in a faith or third sector organisation</li> <li>▪ Managing marketing and publicity needs of an organisation</li> </ul> |
| <b>Qualifications and Training</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>▪ Qualification(s) in relevant areas such as administration or IT</li> </ul>                                                                                                                                                            |
| <b>Knowledge, skills and abilities</b> | <ul style="list-style-type: none"> <li>▪ Excellent organisational &amp; administration skills</li> <li>▪ Able to work independently and as part of a team</li> <li>▪ Ability to manage multiple and competing priorities &amp; flexibility to deal with changing priorities</li> <li>▪ Ability to deal with different types of people at all levels in a direct, tactful &amp; diplomatic way</li> <li>▪ Strong communication &amp; interpersonal skills (written &amp; verbal)</li> <li>▪ Proficient in Microsoft Office and Outlook</li> <li>▪ Good analytical and problem-solving skills</li> </ul> | <ul style="list-style-type: none"> <li>▪ Relevant knowledge about one or more the specialisms</li> <li>▪ Posting to Social media</li> <li>▪ Microsoft SharePoint and Teams</li> </ul>                                                                                          |
| <b>Personal qualities</b>              | <ul style="list-style-type: none"> <li>▪ Pro-active, able to work on own initiative and able to spot what others might not, and get it done</li> <li>▪ Willing and able to work flexibly to contribute to, and prioritise, the work of the team according to the needs to the organisation</li> </ul>                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>▪ Member of New Street church congregation</li> <li>▪ Practicing Christian</li> </ul>                                                                                                                                                   |

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|  | <ul style="list-style-type: none"> <li>▪ A “safe pair of hands”, in whom colleagues will have confidence that they will get the job done</li> <li>▪ Commitment to the aims, ethos and objectives of the organisation</li> <li>▪ Understanding of, and commitment to, equality, diversity and inclusion.</li> </ul> |  |
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## Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the people that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all our employees to be treated and to treat others with respect.

Dated: 9<sup>th</sup> January 2025