

Holy Trinity Hurdsfield Church Administrator



Contract terms

Title:	Church Administrator
Employer:	The PCC of Holy Trinity Hurdsfield (HTH)
Line manager:	Rev James Gibson (Vicar)
Work base:	HTH Office
Work area:	Macclesfield
Hours:	30 Hours per week - Flexible working arrangements considered (e.g. term time only)
Annual salary:	£16,000 - £20,000p.a. (Pro-rata) - dependent on experience
Training:	Ongoing support for training and development
Holidays:	25 days a year (Pro-rata)

Our vision and values

As our new Church Administrator, we want you to be fully behind our church vision; ***‘to follow Jesus passionately, sharing the good news of His amazing love and seeing people, relationships and our community transformed by Him’***. We are looking for someone who seeks to:

- ***follow Jesus*** – you will be fully committed to serving Jesus yourself, trust in the truth of the Bible and be open to the prompting of the Holy Spirit.
- ***share His good news*** – you will be ready and willing to share the good news of the gospel through word and action with those you come into contact.
- ***see lives transformed*** – you will be dedicated to serving members of HTH and the community through effective administration as we play our part in God’s growing kingdom.

We have three values which are very important to us and describe who we aspire to be: ***family | authentic | adventurers***. You can read more about these in the Church Profile that’s part of the application pack.

We are looking for an Administrator who shares our vision and values and comes with the passion and creativity to see them worked out in all that we do in the church.

Role description

HTH is an exciting place to be throughout the week. We play an important role in the life of the community and as such have contact with lots of people, groups and organisations. All this means that the church office is a buzzing place with lots going on.

The Church Office fulfils many important roles in the life of our Church including being:

- **The Reception point** and the face of HTH for visitors;
- **The Administrative centre** to look after all the requests that come into the Church Office.
- **The Communications hub** for everything that everyone needs to know;
- **The Community interface** as HTH seeks to develop relationships within the Parish and throughout Macclesfield;
- **The Staff support** for the Vicar, Youth Minister and Children and Families Worker;
- **The Volunteer broker** to make sure volunteers are available to enable all the different things that the Church does happen;

As our Administrator, you will play a key role in delivering the above. You will work alongside the other staff and volunteers all of who work from the office at different times during the week. You will be involved in doing a wide variety of tasks which include:

- designing a flyer for a church event
- compiling the church notice sheet
- liaising with Funeral Directors
- welcoming visitors and, for many, being the first point of contact with HTH
- loading the presentation programme, Proclaim, for the Sunday services
- confirming that volunteers are in place for church events
- joining in with morning prayer in the office
- making some phone calls for the Vicar, James Gibson
- caring for someone who phones the office with a pastoral need
- answering general enquiries on the phone and email
- taking bookings for the Church from community groups
- purchasing materials for children's activities
- compiling reports to Chester Diocese about church attendance

Person specification

For this role we believe it is essential that you:

- have a lively Christian faith and are committed to growing as a follower of Jesus
- have good organisational, administrative and computer skills
- enjoy meeting people and make sure that they feel welcome at HTH
- are able to be discrete and hold confidential information
- are good at noticing what needs doing and happy to help in supporting people to do them
- can balance demanding priorities
- work well with others as part of a team as well as under your own initiative

- are adventurous, enthusiastic, and have a sense of humour and fun

It would be desirable if you:

- can worship with us on a weekly basis
- have an artistic flair
- have skills in website design and updating and enjoy using IT and social media
- have skills in book keeping
- have a full driving licence

Other conditions

- This role has a Genuine Occupational Requirement under The Equality Act 2010, Schedule 9, Part 1, an ethos based on religion or belief, and therefore the post-holder must be a Christian.
- HTH takes its safeguarding responsibilities seriously. The post will be offered subject to enhanced DBS and safer recruiting is part of the application process.
- There will be a probationary period of 6 months.

Our guarantee to you

In return for all you will bring to our team, we will guarantee the following.

- To support you in **developing the skills** relevant to your role with appropriate ongoing training. We will discuss this with you during your induction and then on an ongoing basis as part of our annual appraisal and review process.
- Our current Administrator is retiring in March 2019 but will be fully available to **train** you in the role for the first three months.
- To offer you the **opportunity** to use and develop all your gifts for the benefit of the life of the whole church, not just the office. So you'll be more than 'Church Administrator' – you'll be a valued member of the team.
- To reimburse you for all the **expenses** that you incur as part of your work
- To offer you a **mentor**, aside from your line manager, to give you independent support and advice.
- To connect you with additional **support** as provided by Diocese and other local networks.

How to apply

Thank you for taking the time to look at this opportunity. If you would like to apply, we'd like to see:

- your current CV
- a covering letter explaining your interest in the role, giving examples of how you meet the person specification and telling us what excites you about the role, and
- the name, address, phone number and email address of two people who will give references for you, at least one of whom should be a leader in your current church (we won't contact anyone before making an offer of employment).

Please send your application to Rev James Gibson at:

The Church Office
Holy Trinity Church
197A Hurdsfield Road
MACCLESFIELD
SK10 2PX

or email it to: james@hthmacc.com

If you would like to have an informal chat about the role, please call James Gibson on 01625 424587

Closing date for applications: 29 October 2018

Interviews: 5 & 6 November 2018

Start date: January 2019 (flexible for the right applicant)