



St John the Evangelist Bromley
www.saintjohnsbromley.com



Church Administrator

PARISH INTRODUCTION AND ROLE DESCRIPTION



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Welcome from the Vicar and Wardens

Welcome to St John the Evangelist Bromley!

St John's is a friendly, welcoming Anglican church located close to the centre of Bromley in southeast London. We meet in an attractive historic building and enjoy a traditional yet relaxed style of worship with relevant Bible teaching. Our aim as a church is to bring people of all ages into a personal relationship with God through Jesus Christ.

We are one of the largest churches in Bromley, with over 130 on our Electoral Roll and a further 50 or so people on the fringes of membership. Andrew the Vicar is supported by an Associate Minister, a Families Worker and a strong team of volunteers. We have a busy programme of services, groups, activities and events.

We are growing as a church and now need an administrator on the staff team to support our ministry.

If you would like to have an informal conversation about our church and the part you might play here, then please drop a line to the church office on saintjohnsbromley@gmail.com.

We pray that God will guide you as you consider becoming a part of life of St John's.

In Christ

Andrew, Liz and Edward



Key facts

Role title: Church Administrator

Contract: 10 hours (probably over three days) fixed term for two years

Location: Home working, with occasional on-site meetings

Reports to: The Vicar

Salary: £13 to £16 per hour depending on experience and qualifications. All agreed working expenses will be paid.

Scope: The postholder will provide administration services to support the clergy and the PCC and help ensure that the church operates efficiently, serves our communities well and is proactive in spreading the love of Jesus Christ in our church and community.

Key Relationships

The Church Administrator will report to the Vicar.

The postholder will have a close working relationship with the following:

- Associate Minister
- Families Worker
- Church wardens
- PCC members, especially chairs of committees
- Various other team leaders and volunteers within our church
- Church members and regulars.

Main responsibilities

Administration

- Handle routine enquiries from members, visitors and enquirers.
- Assist with the administrative aspects of our Sunday services, including helping to ensure that people are present for welcoming, stewarding, communion preparation, dealing with the collection, etc.
- Assist with the administrative side of events, including managing bookings and enquiries.
- Facilitate and coordinate routine administration and diary management.

Communications

- Assist the publicity team in maintaining and developing the church website so that it is an attractive and informative source of information about our church and Jesus' love for our community.
- Produce the Powerpoint slides that are shown at the beginning of the Sunday morning service with messages and information.
- Assist with church email newsletters using our MailerLite software.
- Assist with the production of external publicity including leaflets, church noticeboard information and door drops.
- Liaise with staff of the church and the lead volunteers as necessary to ensure the smooth running of the church and the fulfillment of our aims to spread the love of Jesus Christ in our church and community.

Special projects

- The Vicar may require the Church Administrator to lead on other projects that arise as part of the running and ministry of the church.

Person specification

Experience

The following attributes are essential to the role:

- Administration experience in a busy work setting.
- Experience of dealing with different types of people, dealing with queries and giving good customer service.
- Experience of work where confidentiality is required.

The following attributes are desirable:

- Recognised qualification in administration or business management.
- Experience of writing in English for a broad audience and using social media.

Personal qualities

The following attributes are essential to the role:

- A committed Christian who personally upholds and agrees with the Evangelical Alliance basis of faith statement.
- Commitment to prayer.
- Membership, or similar level commitment, of a Christian church.

The following attributes are desirable:

- It would be of benefit to the postholder if they are a regular at St John the Evangelist Bromley.

Person specification (continued)

Skills and knowledge

The following attributes are essential to the role:

- Team player able to work well with others to meet agreed goals.
- Excellent administrative and organisational skills.
- Ability to maintain confidentiality.
- Ability to work with a diverse range of people in age, ethnicity, life experience, physical and mental ability.
- Good writer with excellent English, an eye for detail and good grammar.
- Competence in Microsoft packages including Word and PowerPoint
- Problem-solving attitude and ability to work on own initiative when necessary.

The following attributes are desirable:

- Experience of using social media.
- Experience of supporting the running of events.
- Ability to use a website content management system (ours is WordPress).

Other Information

- Hours: 10 hours a week. We are willing to be flexible in how these are spread across the week but we would prefer if most of these hours could be on set days as this will help our members know when the administrator is available for any necessary conversations.
- The responsibilities listed above are indicative of the work the postholder may do. The Vicar will match the skills of the successful candidate with the duties required and the time available and set achievable objectives accordingly.
- Holidays: 20 days + bank holidays/pro rata.
- St John's is supportive of flexible working and is willing to discuss flexible options to enable us to appoint the best candidate.
- The role is home-based. Occasionally the postholder may need to attend meetings on church premises. We are willing to discuss with the postholder the provision of a laptop to enable homeworking and ensure security of confidential information.
- The postholder must have a space at home where they can work on confidential information without the screen being overlooked.
- The candidate must adhere to our GDPR rules around safety of personal information of our members.
- We do not require the postholder to work on Sundays, Saturdays or evenings on a regular basis, but in the course of the year some out-of-hours working may be required (for example for a special event.)
- If the postholder is not a member or regular at St John's, we may occasionally ask them to attend a Sunday service to understand how our services work and meet our members.
- The probation period for this role is six months.



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