



ST THOMAS
CHURCH LANCASTER
SHARING GOD'S LOVE FROM THE HEART OF THE CITY

Office Manager Job Description

Job Title: Office Manager

Reports To: Operations Director

Hours: 30 hours per week

Salary: £32,045 pro rata (point 17 on NJC pay scale)

Job Purpose

The Office Manager plays a vital role at the heart of church life by providing warm, professional, and efficient administrative support to the church community. The post holder will oversee the smooth day-to-day running of church administration, payroll, and office systems. Working closely with clergy, churchwardens, and other staff, the Office Manager will contribute to an organised, welcoming, and mission-focused church environment.

Key Responsibilities Summary

- Oversee the efficient day-to-day running of the church office, including records, supplies and administrative systems.
- Provide effective administrative support for church governance, worship, volunteers, and key church meetings.
- Support financial administration, including payroll, pensions, invoices, payments, banking, and committee liaison.
- Maintain compliance-related processes, including GDPR, DBS checks, policies, procedures, and church databases.
- Work collaboratively with clergy, churchwardens, staff, and volunteers to support a well-organised and welcoming church environment.

Main Duties and Responsibilities

1. Office Management

- Oversee the efficient and orderly running of the church office and contribute to a positive, collaborative working environment.
- Organise and maintain effective filing, record-keeping, and administrative systems, including clear audit trails where appropriate.



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- Maintain office, church, and communion supplies, ensuring that shared spaces remain tidy, functional, and well organised.
- Maintain records of leases, contracts, meter readings, waste arrangements, and other operational matters.
- Provide administrative support to the maintenance committee and other operational groups as required.
- Providing phone and office cover alongside the Welcome and Engagement Manager.

2. Church Administration

- Support the Parochial Church Council (PCC) and its committees, including circulating minutes, preparing agendas and papers, requesting reports, maintaining the PCC members list, and attending meetings as required.
- Work in partnership with staff and Churchwardens to coordinate the annual report for the APCM.
- Act as Electoral Roll Officer and maintain accurate Electoral Roll records.
- Oversee Church Returns, mission statistics, and the annual Charity Commission return.
- Report new churchwardens and diocesan synod representatives to the diocese.
- Manage the administrative aspects of baptisms, weddings, funerals, and other pastoral or sacramental services, including accurate records, forms, and related paperwork.
- Maintain records of services, pastoral events, site visits, and other church activities as required.
- Provide admin support for weekly staff meetings.

3. Finance and Administrative Support

- Provide administrative support to the finance committee and maintain regular contact with the finance officer.
- Manage payroll and staff pensions, including HMRC returns.
- Process invoices and expense claims, prepare invoices, and follow up payments as required.
- Monitor unpaid invoices and other financial records using Expense Plus.
- Oversee banking, petty cash, and routine financial administration.
- Manage direct debit payments, weekly payments, and mission support payments.



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4. Compliance, Systems, and General Support

- As data protection lead, ensure the church complies with the General Data Protection Regulation (GDPR) and that records are maintained appropriately.
- Keep policies and procedures up to date and submit them to the PCC for review.
- Manage and process DBS checks and safeguarding requirements for all volunteers, working closely with the Welcome & Engagement Manager to ensure timely process.
- Administer volunteer applications, renewals, training records and references, keeping the dashboard up to date.
- Maintain relevant church databases and administrative systems, ensuring that information is accurate, accessible, and handled appropriately.
- Provide occasional administrative support to clergy and senior staff, including diary management, correspondence, meeting support, and additional administrative tasks as required. (approx. 4 hrs per week).



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Person Specification

Criteria Category	Essential Requirements	Desirable Requirements
Qualifications & Training	• Strong literacy and numeracy skills (e.g., GCSE English & Maths at Grade C/4 or above).	• Qualification in business administration or bookkeeping. • Professional training in GDPR, Safeguarding, or payroll.
Experience	• Proven track record in a busy, multi-tasking office environment. • Handling financial processes (invoices, payments). • Organising meetings and taking accurate minutes.	• Managing payroll, pensions, and HMRC returns. • Working within a Church or charity environment. • Using Expense Plus financial software.
Skills & Knowledge	• Highly proficient in IT (Microsoft Word, Excel, databases). • Exceptional organisational skills. • Strong understanding of GDPR and data management. • Excellent written and verbal communication.	• Knowledge of church structures (PCC, APCM, Diocesan systems). • Knowledge of safer recruitment, DBS, and safeguarding admin.
Attributes & Values	• Warm, professional, and welcoming manner. • Ability to maintain absolute confidentiality. • High initiative and able to work independently. • Collaborative team player with staff and volunteers. • A committed and mature Christian, with a personal faith that is integral to their leadership and decision-making.	
Christian Spiritual Life	The Office Manager should model a life of Christian discipleship. They should place a high priority on developing and sustaining their own personal spiritual life. This daily walk with God is the source for all else that follows. The Office Manager should also, with the rest of the staff team, support and uphold orthodox biblical teaching and practice in the charismatic,	



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evangelical, Anglican setting that is St Thomas' Church.

Terms

The role includes a generous annual leave entitlement of 6 weeks pro-rata, plus an additional 2 weeks for conferences, retreats, and camps, in addition to public holidays. When public holidays are worked, time off in lieu will be provided.

The role requires a degree of flexibility, including occasional evenings and weekends. When additional hours are worked, time off in lieu (TOIL) will be agreed in advance with line management. You may be required to undertake any other duties appropriate to the role as may reasonably be required from time to time.

Because this role is expected to take part in Christian worship and lead and take part in staff devotions, the successful applicant must be a practicing Christian and able to fully uphold our Statement of Faith. This is a genuine occupational requirement (GOR) under the Equality Act 2010.

Safeguarding Statement

St Thomas' Lancaster is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are expected to share this commitment. The appointment is subject to a basic DBS check, and the post holder will be required to complete safeguarding training as part of their induction.

How to Apply

please submit:

- A CV
- A cover letter outlining how you meet the experience, skills, attributes, and values described in the Person Specification, as well as what has motivated you to apply for this role (max 2 pages)
- A confidential declaration form



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To apply or for an informal conversation about the role, please contact: janet@st.tees.org.uk