HOLY TRINITY CHURCH, RICHMOND
ADMINISTRATOR

Would you like to play a crucial role in the smooth running of an active local church, as it builds up its existing church family and reaches out to people in the local community? Are you excited about the idea of using and developing your gifts and exploring new ones? If so, maybe we have just the opportunity for you! We’re currently seeking to appoint a new Administrator to join us as soon as possible.

ABOUT OUR CHURCH

Holy Trinity is an Anglican Parish Church in the Diocese of Southwark, situated about ten minutes’ walk from Richmond Town Centre. We are a church with an open door, reaching out with God’s love and power, and helping one another live for Jesus. We believe that the Good News of Jesus is a message of hope for people of all ages, and that meeting Him can be a life-changing encounter. We believe that God’s Spirit and word are active today, helping us to know Him personally and empowering us to minister for Him. We have a Staff Team of seven people, some working full time and some part time, and a committed congregation who serve the life of our church in a huge variety of ways.

JOB PURPOSE - WHY WE NEED AN ADMINISTRATOR

The purpose of the role is to provide effective administrative support to the church and particularly to the Vicar and other Staff Team members to enable them to focus on their main responsibilities, and to act as the main point of contact for members of the public and for people who hire and use our premises regularly or occasionally. We expect the Job Holder to embrace and live the vision and values of our church and to be committed to helping fulfil that vision.
MAIN RESPONSIBILITIES - WHAT THE ROLE INVOLVES

The job holder will be expected to carry out the following duties:

- Manage e-mail, phone and postal enquiries to the Church Office daily
- Contribute to good financial management by completing weekly cash and cheque receipt forms and payment request forms, recording and monitoring transactions made using the church’s debit cards and via petty cash, and recording and monitoring income from clubs for children & young people and other events & activities
- Manage the church diary to support the needs of the Staff Team, two charities based on site, and regular and one-off hall users
- Manage one-off and regular hall bookings, including invoicing and payments
- Maintain rotas for a wide range of church groups and activities
- Check that a wide range of tasks done by volunteers are carried out as required, taking remedial action and raising with the Operations Manager where necessary
- Produce a weekly Church Bulletin, printing paper copies, loading it onto the church website and e-mailing it to church members
- Produce weekly Powerpoint notices and load them into worship software for use in Sunday Services
- Load sermons onto the church website each week
- Co-ordinate and manage the practical aspects of major Church Services and events, especially at Christmas and Easter
- Provide publicity and support good communication by producing occasional Service sheets for special Services, flyers and lists for events, producing designs for and ordering posters, refreshing the content of foyer and external noticeboards, and maintaining and developing our communication via social media
- Submit orders via the internet, by phone and by post for a wide range of supplies that support both the breadth of our church’s ministry and looking after our building
- Oversee service maintenance contracts and arrange visits
- Be a member of the Building Committee
- Prepare and submit an annual copyright report, monthly fees returns to the Diocese, quarterly marriage returns to Richmond Borough, and other returns and reports as required
• Maintain a Log Book of significant work carried out on our building and an Accident Book of all incidents on our premises
• Manage administrative aspects of Baptisms, Banns of Marriage, Weddings, Confirmations and Funerals
• Carry out any additional administrative tasks necessary for the smooth running of the Church.

PERSON SPECIFICATION - WHAT WE’RE LOOKING FOR

The following requirements are essential:

• Has a committed Christian faith and believes in the relevance of the Gospel of Jesus Christ to everyday life
• Is at present either an active member of our church, or is an active member of another church but is prepared to become a member of the worshipping community at Holy Trinity
• Fully supports the vision and values of Holy Trinity Church and seeks to let them shape their ministry and lifestyle
• Will join the Staff Team regularly for worship, prayer and study
• Sees this appointment as a calling to serve rather than simply a career
• Is a team-builder and a good team player
• Is customer-focused and has interpersonal skills, including good verbal and written communication skills
• Is a self-starter and has the ability to take initiative and accept responsibility
• Is reliable, trustworthy and recognises the confidential nature of some aspects of the role
• Is comfortable and proficient with using a range of technology and software in an office environment, including Microsoft Office software, e-mail and content management systems
• Has strong planning and organisational skills, copes well with pressure, is resilient, keeps to deadlines and pays attention to detail.
• Has a can-do attitude and adopts a flexible approach to getting things done.
SOME FURTHER IMPORTANT INFORMATION

- The role is based at Holy Trinity Church Centre, Sheen Park, Richmond, TW9 1UP
- Your line manager will be our Operations Manager
- It is a full time role of 36 hours a week, excluding lunch breaks. However, we are open to the possibility of a job-share arrangement, where two people each work part time for a combined total of 36 hours a week
- It attracts six weeks paid holiday a year, plus bank holidays
- The salary is in the range £22,744 to £25,420 a year, paid towards the end of each month
- Normal working hours are Monday to Friday, but some evening and weekend working will be necessary. Time off in lieu may be taken by agreement where this exceeds normal weekly hours
- We will make a 4% matched contribution for you to a pension scheme administered through The People’s Pension
- You will normally serve a probation period of six months
- The post requires a Disclosure and Barring Service check to be carried out
- An Occupational Requirement exists for the post-holder to be a practising Christian, in accordance with the Equality Act 2010.

WHAT NEXT?

If you think this role might be God's next step for you, then complete an application form and return it to us at office@htrichmond.org.uk

If you have any questions about the role, please contact Liz Morris (Operations Manager) via liz.morris@htrichmond.org.uk

If you would like to know more about the life of our church, please explore our website at www.htrichmond.org.uk