

MURRAYFIELD PARISH CHURCH

CHURCH ADMINISTRATOR - JOB DESCRIPTION

Title of Post:	Church Administrator (part-time, 0.5, 20 hours/week)
Responsible to:	Responsible to the Minister of Edinburgh: Murrayfield Parish church, in the first instance, but also to the Kirk Session through its Staffing Group.
Date:	Summer 2022
Main Purpose of post:	To work with and support the ministry team towards achieving our congregational aims and congregational principles. The focus of the post is on the areas of administration, communications, managing the church centre and its bookings, and developing links and relationships within the congregation and community.

MAIN DUTIES

1. To provide administrative support, by:

Overseeing the logistics of Sunday worship; being responsible for storing and organising information (digital and paper) over a range of areas; maintaining relevant financial records and functions.

eg. producing a weekly intimations video; organising various rotas relating to Sunday worship; maintaining the congregational roll; updating the church calendar; issuing invoices and organising payments; assisting in financial book-keeping; reviewing technology used to achieve efficiencies.

2. To play a key role in communications, by:

Developing the use of various media to correspond with congregational members, and with other stakeholders including interested parties in the community; acting as a central point of contact.

eg. sending out a weekly digital communication to church members; maintaining the church website; producing and distributing the church magazine; responding to general enquiries; liaising with the minister and others in relation to pastoral care.

3. To ensure the smooth running of the church and centre, by:

Managing the centre bookings using appropriate technology; supervising cleaning staff; being responsible for making the premises safe and comfortable for church and community use.

eg. dealing with customer enquiries; implementing access and security arrangements; promoting the facilities as required; looking after Health & Safety compliance; making sure equipment is properly used and maintained; ordering supplies.

4. To seek to integrate people into the life of the church, by:

Working with the ministry team to develop links between the parish community and the worshipping congregation; making and developing relationships with users of the centre.

eg. attending key events (including frequent attendance at worship); offering a conspicuous presence at the church centre; creating missional opportunities; cultivating an invitational practice re. church activities; involving as many different people as possible in the life of the congregation.

OTHER DUTIES

- The role involves working alongside the ministry team and may include other duties as required.
- The role involves working within a local covenanted ecumenical partnership (Murrayfield Churches Together).
- The role involves working supporting church members who give of their time in a voluntary capacity.
- The role involves liaising with the session clerks, treasurer, property convenor, and Kirk Session group/committee convenors.
- Taking up training opportunities and committing to professional development will be required.

PERSON SPECIFICATION - see below

TERMS AND CONDITIONS:

- Normal hours of work will be 20 hours a week (0.5 FTE) as agreed locally. The nature of the work will require a degree of flexibility and may involve evening and weekend work.
- There is expectation that some of the hours would be worked from the church office but there are also some elements of the role that could be performed from home
- The salary is £22,571 pro rata. The post will include a pension contribution starting at 1% and rising to 3%.
- There are 5 weeks annual paid leave in each full holiday year, running 1 January to 31st December and also 9 statutory days. Entitlement is based on full weeks worked.

Application is by CV and covering letter. Applicants should demonstrate how they meet the criteria outlined above.

The closing dates for applications: 29th July 2022

Applications are to be returned to: fay@murrayfieldparishchurch.org.uk

Interviews are scheduled for: August 2022

The anticipated start date is: Autumn 2022

Person Specification: Office Manager		
	Essential	Desirable
Skills, abilities and knowledge		
Strong organisational skills with the ability to manage and prioritise a busy workload.	√	
Administrative skills including good numeracy skills and excellent attention to detail.	√	
Good IT skills, including with word processing programmes, spreadsheets and presentation software.	√	
Good oral and written communication skills (particularly telephone and email) and ability to liaise appropriately.	√	
Ability to create and maintain relationships in a working environment with a range of different people.	√	
Ability to respond to issues as they arise and offer solutions demonstrating flexibility and adaptability.	√	
Experience of working in a congregational or community setting.		√
Knowledge of health & safety legislation.		√
Awareness of missional approaches to church.		√
Understanding of the role's impact in advancing organisational aims.	√	
Personal Qualities		
Relational in outlook and approach.	√	
Approachable and sensitive towards others.	√	
Enjoys working under own initiative.	√	
Comfortable in a team environment.	√	
Able to maintain the highest levels of confidentiality.	√	
Christian commitment (this is a genuine occupational requirement in terms of the Equalities Act 2012).	√	