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JOB DESCRIPTION

# 1 JOB DETAILS

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| **Job Title** | Church Manager | **Line Manager** | Rector |
| **Location** | Church Centre Office | | |
| **Hours** | 20 hours per week and occasional evenings/weekends | | |
| **Occupational Requirement** | Required to have a genuine and active Christian faith and commitment | | |

# 2 JOB PURPOSE

To be responsible for the management and administration of all resources needed in order to support the life of Christ Church.

# 3 MAIN RESPONSIBILITIES

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| * To coordinate and be responsible for all communications which support the life of the church, ensuring the content and style is effective, accurate, accessible and timely in publication. This includes regular newsletters and managing and updating the church website. |
| * To be responsible for managing the office and associated activities, including the office assistant, cleaner and volunteers assisting in the mission of the church, in order to ensure effective utilisation of all resources. |
| * To be responsible for ensuring that all contacts with the office (staff, office bearers, volunteers, hirers and external enquirers) are dealt with appropriately according to their individual needs and the priorities and requirements of the Rector. |
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| * Manage the letting of space in the church, hall and centre to ensure space is well utilised and legislative requirements are met. Review contracts annually to ensure compliance and review rates annually with the Treasurer. * Be the main point of contact with Holy Corner Playgroup. * Maintain church database, liaising with the Data Controller, and ensure an up to date knowledge of data protection. * Attend Property Committee meetings and liaise closely with the Factor and Treasurer. Maintain a pool of reliable and trustworthy trades people, obtain quotes for work and, where appropriate, ensure risk assessments are carried out. Project manage work, as required, and ensure it is completed to standard. * Check and authorise invoices for goods, supplies and services ensuring they are passed onto the treasurer timeously for payment. * Maintain a database of equipment in the Church, Hall and Centre ensuring it is maintained or serviced in accordance with manufacturers or statutory requirements. Items include office equipment, fire alarm, emergency lighting, fire extinguisher/blankets, church/hall boilers, lightning conductor, PAT and EICR testing. * Ensure regulatory requirements for Nos 4 & 6 Morningside Road are managed. This includes PAT testing, servicing of boilers, landlord gas safety checks, EICR test and regular update of landlord registration where relevant. * Work closely with the church Health and Safety Officer to ensure that church property is fully compliant with relevant legislation, supporting the implementation of the Health and Safety policies and procedures, including the Fire Risk Assessment. * Organise weddings, funerals and other church events as required by the Rector. * Attend meetings with the wider church team to discuss and co-ordinate activities, being accountable as an active and supportive member of the Christ Church team. |
| * To undertake any other management or administrative duties as required by the Rector, Office Bearers and other Vestry members. |

# 4 KEY CONTACTS AND RELATIONSHIPS

* Rector – regular contact to ensure effective communication and efficient operation of the church office
* Associate Priest and Director of Music, to assist in any administrative or organisational requirements
* Treasurer, Factor, Vestry Secretary, Health and Safety Officer and other vestry members to provide information and admin support as required
* External hirers as required to deal with any special requests, problems or matters of policy
* Trades people and those carrying out work and providing services to the church
* Members of the congregation, Diocesan officials and wider community to ensure effective communication

**PERSON SPECIFICATION**

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|  | Essential | Desirable |
| Experience | * Minimum of 3 years’ experience in an administration role * Experience of managing and delivering projects (preferably individually and alongside others) | * Experience of events planning and delivery * Facilities management * Experience of Health & Safety legislation, policies, procedures, and risk assessments |
| Skills & Knowledge | * Ability to work on own initiative and to meet deadlines * Excellent organisational skills, including ability to manage multiple tasks/projects * Excellent ability to work with people * Strong administrative and IT skills * Ability to confidently communicate with people in writing and verbally to diverse audiences |  |