



CHRIST CHURCH PITSMOOR
Christian Community for all Nations

ADMINISTRATOR AND HALL MANAGER

£15ph | 12 hours a week | 2-year fixed term

Summary

Christ Church Pitsmoor is looking to employ a part-time Administrator and Hall Manager to become an essential part of its team. Christ Church Pitsmoor is a Church of England parish church in Pitsmoor. Pitsmoor is an area of diversity and multiple deprivation, which brings its joys and challenges. The church has a long history of engaging with the wider community, especially with activities within the building. These have included toddler groups, community meals, children's and youth groups, Pilates, etc. The role will play a vital role in enabling the effective running of the church for its members and the wider community. The role will offer admin support for the church and facilitate and improve the running of our hall, known as The Welcome Centre. The Welcome Centre is attached to the church building, which comprises a hall, kitchen, toilets and two office spaces. The role would be expected to be based in the office. There is scope for the hours to be flexible in discussion with the vicar, including the potential for a term time only contract.

Job details

Job Title: Administrator and Hall Manager

Salary: £15 an hour for 12 hours a week over 2 or 3 days.

Term: Initial 2-year fixed-term contract with potential for permanent contract after.

Place of work: Christ Church Pitsmoor

Reporting to: Vicar

Working alongside: Clergy, wardens, lay leaders, hall users and volunteers.

Holiday: 5.6 weeks including bank holidays.

To apply for the role, please send your CV and covering letter by Monday 28 April to vicar@pitsmoor.church. If you have any questions, you can contact Pip on 07799944436. Successful applicants will be invited for an interview on Wednesday 14 May.

Job Description and Person Specification are found on the following pages.



This post is part-funded by The National Lottery Awards for All programme

Responsibilities

Church Administrator

- Provide administrative assistance to the church staff, including—but not limited to— photocopying, completing official registers and forms, ordering stationery, cleaning products, church supplies, etc.
- Serve as the PCC Electoral Roll Officer and Secretary (writing minutes for PCC meetings)
- Distribute information for key groups of people, such as the PCC and Working Groups
- Implement the appropriate processes to maintain an up-to-date Electoral Roll and PCC membership according to C of E requirements
- Respond to incoming communications on behalf of Christ Church Pitsmoor through its various channels – email, letter, social media and telephone
- Design and maintain notice boards and other signage
- Input the financial transactions using the MyFundAccounting software system and liaise with the treasurer and vicar to help generate reports as needed.
- Ensure that the CCLI record is kept up to date
- File all invoices, receipts and expenditure documentation
- Admin support for weddings, funerals and baptisms.
- Ensure the church is complying with GDPR regulations.
- Ensure filing systems (paper and digital) are maintained and ordered
- Helping with rotas such as service rotas, welcome team, those on refreshments etc
- To help create and update policies and procedures as needed. Such as money handling, lone worker, data protection etc.
- Other such duties that the Vicar and PCC may reasonably require.

Hall Manager

- Arrange for annual testing and servicing with the church and Welcome Centre facilities. (PAT, fire extinguishers, alarms, lift, boilers etc)
- To keep a record of repairs and maintenance needed within the building and liaise with the Vicar and Wardens for the repairs to be carried out.
- Manage The Welcome Centre and Church calendars.
- Take external and internal bookings for The Welcome Centre and Church facilities.
- Invoice users for the time they have booked The Welcome Centre.
- Liaise with the cleaner to ensure the building is kept clean for users.
- Manage the facility's keys to ensure people have access to them when needed or have arranged for the building to be opened and closed accordingly.
- To implement a communication strategy with the regular hall users to ensure effective communication between users.
- Manage storage spaces with those who have them to make sure they are looked after and kept tidy.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">● Worked/volunteered in an administrative role● Work effectively with others	<ul style="list-style-type: none">● Experience of working or volunteering in a Church.● Experience with the Church of England's structure, rules, and procedures.● Facilities management and bookkeeping.
Skills/Knowledge	<ul style="list-style-type: none">● Excellent IT skills, including Microsoft Office.● Excellent organisational and time management skills● Excellent written and spoken English.● Good interpersonal skills● Understand confidentiality● Attention to detail	<ul style="list-style-type: none">● Knowledge of Microsoft 365.● Knowledge of database and finance systems.● A good eye for design and layout.● Experience of working with volunteers
Personal Attributes	<ul style="list-style-type: none">● Empathetic and personable● Able to prioritise workload● Able to work to deadlines● Open to developing new skills and ways of doing things● A team player● Self-motivated● Approachable, respectful and patient.● Work within the limits of the role and escalate where necessary● Good sense of humour!	<ul style="list-style-type: none">● Experience or understanding of diverse communities.