



Holy Trinity Heworth

Job Description

Job Title	Administrator
Accountable to	Vicar
Working Hours	Part time, 15 hours per week. Attendance at occasional evening or weekend events may be required, with time off in lieu
Location	While mostly working from home, there will be occasions when working at church is required
Salary	£21,255 pro-rata per annum, depending on experience

Contract Length: Permanent post, with a 6-month probation period

Leave 25 days pro-rata per annum plus bank holidays

Job Purpose

Holy Trinity Heworth is an Anglican church on the east side of York, with a lively worship life, a membership spanning all ages, and a call to Serve Jesus and Serve Heworth. We are entering an exciting period in the life of our church, as we seek to re-energise the church and re-engage with the community around us.

The Administrator will oversee the day-to-day administration of church life, and will be the central point of contact for church members and venue hire enquiries. They will also provide administrative support to the Vicar, wardens, and other significant volunteers.

Main Duties & Responsibilities

Administrator

1. Venue Administration

- Receive and process venue hire enquiries for Holy Trinity Church Building and Church Hall.
- Oversee the administration of venue hire bookings, including receiving client risk assessments, populating booking forms, and liaising with clients
- Oversee the venue use calendar, efficiently managing this so that both internal events and venue hire bookings are inputted and kept up to date
- Oversee the administration and ordering of hospitality and cleaning supplies eg. Raise invoices, in partnership with the Finance Manager
- Gather feedback from external parties in order to improve and grow our venue

hire practices, in partnership with the wider team

2. Regular Communications

- a. Monitor the office@htheworth.org inbox and oversee the closing of the vicar@htheworth.org account
- b. Monitor the church phone and pass on messages as appropriate.
- c. Compile the weekly email newsletter and notices
- d. Manage the central church mailing list, and assist ministries to manage their own mailing lists in a GDPR-secure way
- e. Populate the communications calendar alongside the Vicar and Leadership Team, to ensure that events and news are communicated to the church and the public appropriately and at the right times

3. ChurchSuite / Website

- a. Oversee day-to-day use of ChurchSuite, in particular the Address Book, Calendar and Rotas modules
- b. Respond to church members' initial enquiries about ChurchSuite
- c. Keep the Church's Website updated ie: to upload weekly newsletters, Monthly Services and Upcoming Events.

4. Service Administration

- a. Oversee the weekly administration of services, ensuring service plan templates are prepared and updated, and that all stakeholders are communicated with as applicable
- b. Ensure that each service has fully-populated and trained teams for welcoming, hospitality, and verging
- c. Record weekly service attendance data, and complete annual returns of church attendance and membership data to the Diocese of York

5. Event Planning Administration

- a. Prepare and populate yearly and termly calendars
- b. Liaise with some external providers, such as caterers
- c. Ensure that we have sufficient and correct stocks for hospitality and cleaning
- d. It is desirable but not essential for the administrator to have some level of design capability with regards to producing posters / flyers for events.

6. Office Management

- a. Oversee stationery supplies and office equipment (including the photocopier but not other IT)

7. Occasional Offices

- a. Train in wedding administration. This will include learning how to process enquiries, populate paperwork, communicate with couples and liaise with clergy and volunteers, in order to run an excellent and efficient weddings ministry.
- b. Administer and oversee all administrative aspects of occasional offices (baptisms, weddings, funerals) by completing various documents - registers of baptisms, banns and services etc. Sending in-house 'Wedding Anniversary' / Baptism / 'thinking of you' cards to those we have met through occasional offices on the first anniversary of their service. Preparing and submitting appropriate invoices

8. Seasonal Administration

- a. Oversee the coordination of seasonal donation drives (e.g. Operation Christmas Child)

b. Oversee stocks and distribution for specific seasonal events and services, such as Easter palm crosses, Christmas cards and Remembrance Day poppies etc.

Terms & Conditions

1. The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the Vicar.
2. The post-holder will be part of the church's Staff Team (which meets on Monday mornings) and will be a committed Christian and a person of prayer, committed to the vision and values of Holy Trinity Church. There is a genuine occupational requirement that the postholder be a committed follower of Jesus. (please see part 1 of Schedule 9 of the Equality Act 2010)

This Job Description was agreed by the Holy Trinity Heworth PCC on [REDACTED].