

Job Pack: Administrator



St Luke's Church Canning Town

St Luke's, Canning Town

Thank you for considering this new staff position at St Luke's Church in Canning Town. This is an exciting time for our church and our community. St Luke's is a church rooted at the heart of its parish with a vision to see bridges built with our communities and people introduced to Jesus Christ. We seek to be a Church that is representative of its community, where all people play their part in God's service and where all ages take part in pursuing growth in our walks with Jesus and in seeing others come to faith. Please prayerfully consider whether God might be calling you to join in with this new chapter in our church's life as we seek afresh to reach out to our community and to grow the church here in Canning Town.

What can I expect?

God will grow his church and here in Canning Town we are excited to join in and play our part. Building on the foundations of the past we are ready to courageously step into this new chapter in our church's life and be responsive to where God leads us. In joining the staff team at St Luke's you can expect to be challenged and encouraged as we seek to join in with God in the renewal of his church as we grow in size and impact bringing good news to Canning Town and seeing lives transformed by the love and power of Jesus.

The Vision

Our Vision is to be a vibrant local church that embodies the diversity of our parish and expresses itself as a movement of Jesus' good news and love for the people of Canning Town. We seek the transformation of Canning Town through Jesus by seeking to be a thriving church at the heart of our communities.

We would love you to consider the four available posts below and ask God and others you know and trust. Could this be my next big endeavour for the Lord Jesus Christ? We would love to explore that with you!

Please consider the job specifications and when you are ready, complete the application form and submit this by

We look forward to hearing from you.

Rev Amy Stott

On behalf of the **PCC of St Luke's**.

Administrator

Introduction & Role Purpose:

The purpose of this role is to strengthen our structures and support our Vicar to ensure the smooth and effective day to day operations of the church. Our administrator will play an important role in ensuring not just that our reporting and administering behind the scenes are up to date and organised better but also handling communications, records and basic administrative tasks.

Responsibilities:

Administration:

- Contributing as a staff member to the vision of the Church in how we serve the needs of our parish.
- Taking an active role in church life.
- Manage initial church communication including emails, phone messages and correspondence
- Maintain church records
- Ensure reporting is up to date.
- Provide basic administrative support to the Vicar of St Luke's
- Assist in Newham Deanery administration in support of the Area Dean.
- Assist with simple financial administration such as tracking invoices or expenses.
- Order office or ministry supplies as needed.
- Ensure confidentiality and professionalism in all church matters.
- Assist in organising service rotas and ensuring people are available for their duties each week.
- Minuting Deanery meetings when required and communicating across chapter, and other working groups in Newham Deanery

Person Specification:

Skills, Experience & Qualifications:

Essential:

- Experience in administration.
- Able to self start and work on own initiative in identifying problems and finding solutions quickly
- Flexible and adaptable to change
- Ability to work independently
- Good written and verbal communication skills
- Confidence in writing in English with report writing and external communications a key part of this role.
- Confidence in using computer and software like church suite or expense plus.
- Has a passion to see the local church grow and build bridges with it's community
- Be an active member in the life of St Luke's Church

Desirable:

- Familiarity with programs like Church suite and excel.
- A desire to serve the Church in the Diocese of Chelmsford and passionate about enabling church growth. Familiarity with Newham deanery and open to learning more of its structures.
- To have a knowledge and understanding of the Church of England, it's values, structure and processes.
- Be passionate about church growth and seeing everyone serving and playing their part in it.

Role Details:

Start date: Asap

Working Hours:

This is a part-time role of 8 hours per week. The post holder may be required to work additional hours as to meet the reasonable requirements of the role. Time off in lieu may be taken by agreement where this exceeds normal weekly hours. Depending on the successful applicants' personal circumstances there may be some flexibility with regards to working schedule.

Holiday Entitlement:

Annual leave (including bank holiday entitlement) = 6 days (48 hours) per annum

Salary & Additional Benefits:

- £15 per hour (FTE 31,200)

Additional Requirements:

- There is not a genuine occupational requirement for the post-holder to be a committed Christian, however due to the nature of the role the post holder needs to be in sympathy with and not hostile to the work of the Church.
- The post holder must have the right to reside and work in the UK.