



Loving God, Loving Huddersfield
www.holytrinityhuddersfield.com

Registered Charity No. 1168350

CHURCH ADMINISTRATOR

ABOUT HOLY TRINITY HUDDERSFIELD

Holy Trinity is a growing, all-age, Anglican Church located on the edge of Huddersfield town centre in the Diocese of Leeds. Our vision is *“to make committed followers of Jesus, and to share his transforming love”*. We are informal and relaxed, and known for the warmth of our welcome and fellowship. We are committed to whole-life and wholehearted worship, relevant and applied bible teaching, and a growing openness to the Holy Spirit.

Our regular attendance on a Sunday, across our 9 a.m. & 10.45 a.m. services is around 150+ adults and 35+ children and youth. We currently have 250 adults and 54 children and young people registered on our church database (*ChurchSuite®*). We run other regular activities during the week for adults, youth and children and the church is also hired by external groups for courses, meetings and other events. For more information about Holy Trinity and our various activities please see our website: www.holytrinityhuddersfield.com. During the full Covid-19 lockdowns in 2020 we have been providing Sunday services and other activities predominantly online. A weekly Common Worship service of Holy Communion in church, with limited numbers in order to enable social distancing, recommenced in September 2020 (similar to our normal 9 a.m. service). This service has been attended by 30 - 40 people each week with most of our usual 10.45 a.m. congregation still being served by our online services. A number of new people have engaged with us as a church throughout this challenging period including through our online Alpha Course) and despite the restrictions it has been encouraging to see some join the church.

The Church Administrator will join an existing staff team of nine who are all based at Holy Trinity and meet each week to pray, worship and plan together. The team includes the Vicar, two licenced Lay Ministers, Youth Minister, Musical Worship Minister, Children's & Families Minister, Community Connections Coordinator, Finance Administrator, and Operations Manager. From July 2021 a Curate in training will also be in post.

ADMINISTRATION AT HOLY TRINITY

Up until March 2020 a part-time administrator/clergy PA was in post for 15 hours per week. Due to changing family commitments this person left the post and, in light of Covid-19 restrictions impacting on many activities in our church building, we have deferred replacing this post until now. Following the departure of the previous post-holder and the continuing growth of the church we have undertaken a full review of the administrative and operational functions required, including commissioning a report by an external consultant. In light of this review we are now seeking a gifted and skilled person with a passion for and proven professional experience in administration to fulfil the role of Church Administrator. We see this as a crucial role in supporting the effective and efficient delivery of our vision and activities and have decided to increase the hours for this post to 25 hrs per week.

1 PURPOSE OF THE POST:

To provide high-quality general administrative support to the work of the church and act as a main point of contact for communication with the congregation, hirers and enquirers. As an initial point of contact for the church it is essential that the person appointed is able to share their own Christian faith and provide guidance and some spiritual support to enquirers in their own Christian faith journey.

2 KEY ELEMENTS OF THE ROLE – JOB DESCRIPTION

The outline below is intended to provide a guide to the general duties and responsibilities of the post, as well as what we sense might be some key priorities for the new post holder at this crucial time. However, this should not be regarded as a contractual document. Job descriptions will be reviewed regularly, and a more detailed list of specific tasks will be agreed with the line manager.

- To act as a key administrative focus for the day-day work of the church, acting as a main point of contact for communication with the congregation, hirers and enquirers.
- To be one of the church's main interfaces: providing a welcoming point of contact for people, including effectively and sensitively sharing their own Christian faith; providing guidance and some spiritual support to enquirers in their own Christian faith journey, and in relation to organising and supporting occasional offices (e.g. baptisms; weddings and funerals).
- To effectively develop, implement and maintain church administrative systems, calendars, databases and records, ensuring safe storage and information dissemination.
- Liaising with the Diocesan office and others in organising and processing relevant paperwork, fees etc. for occasional offices, parish returns and any other matters.
- Preparing and disseminating regular communication updates for the congregation (electronic and print versions).
- Setting up and organising church events including dealing with and arranging external hires of the church building
- Manage and update social media and some simple aspects of the website
- Assisting in administering the procedures for volunteer recruitment and selection, including processing any relevant paperwork related to safeguarding and other requirements where required and in line with existing policies and procedures
- In liaison with the Church Wardens dealing with regular building maintenance and equipment checks, and organising external contractors as required
- Printing, photocopying and compiling documents and reports
- Ensuring Sunday service and other rotas and service orders are prepared well in advance by liaising with relevant ministry and team leads.
- Support the effective organisation of regular services, ensuring the on-screen projections for Sunday services are prepared each week using relevant presentation software (we currently use 'PowerPoint' and 'EasyWorship' software).
- Assisting the Church Wardens in the preparation of Diocesan Faculty Applications for works required to the church building liaising with relevant contractors as needed.
- Dealing with and responding to general church correspondence, emails and phone calls, liaising with others as required.
- Dealing with the day-day finances including receipt, payment and processing of invoices, setting up financial transactions via the bank and paying in weekly offerings and other donations.
- Compiling and preparing reports, presentations and correspondence on behalf of other members of the staff team as required.

Other duties

- Organising and regularly contributing to leading weekly staff prayers
- Any other duties reasonably required by the Line Manager.

3 PERSON SPECIFICATION - *What we're looking for...*

Area		Essential	Desirable	Assessed by*
Attributes	A committed Christian with a living faith who, as key point of contact for the church, is able to share their faith with others providing appropriate levels of spiritual support and guidance to those they come into contact with in this role.	X		A/I/R
	Someone who will embrace the vision, values and core beliefs that Holy Trinity espouses.	X		A/I
	An ability to relate to and communicate well with a wide range of people, committed to investing in relationships and people as well as tasks and getting the job done.	X		I/R
	A clear understanding of the nature and importance of effective and efficient administration relevant to a church context	X		A/I
	Someone with perceptive self-awareness who can identify their strengths and gifts, and is aware of their weaknesses.	X		I/R
	A self-motivated individual who is a collaborative team player, willing to work under authority and able to take direction,	X		I/R
	A clear ability to prioritize and manage multiple tasks	X		I/R
Skills and Experience	Excellent time management, organisation, planning and prioritisation	X		I/R
	Someone who can demonstrate a strong track record of effective and efficient administration skills in a similar role/context.	X		A/R
	Strong record keeping skills and an ability to handle confidential and sensitive information	X		A/R
	A high degree of competency in general IT skills including proficiency with Microsoft Office Programs.	X		I/A
	Familiar with cloud based software systems, social media and basic web site management		X	I
Education	Excellent written and spoken language skills	X		A/I
	GCSE or equivalent English and Maths	X		A
	Relevant qualifications/training in administration		X	A

* A= Application/I = Interview/R = References

4 CONTRACTUAL INFORMATION

Job Title: Church Administrator/Clergy PA

Employer: Holy Trinity Huddersfield Parochial Church Council (PCC)

Accountability: The post holder is accountable to the Parochial Church Council (PCC).

Main Base: Holy Trinity Church, Trinity Street, Huddersfield, HD1 4DT.

Salary: £18,500 - 20,000 p.a. (prorata).
Equates to: £12,333 - £13,333 actual salary p.a.

Hours: 25 hrs per week (working pattern to be agreed but ideally spread across Monday - Friday each week).

Contract duration: Open ended

Start date: This is flexible depending on the circumstances of the successful candidate but a start date as soon as possible would be ideal.

Probationary Period:	Subject to a 3 month probationary period
Training and development:	There is a budget for continued professional development relevant to the post and subject to agreement with the line manager. All staff have regular appraisals.
Holidays:	33 days p.a. <i>including</i> Statutory Bank Holidays (prorata) Equates to: 22 actual days p.a. <i>including</i> Statutory Bank Holidays
Pension Provision:	3% employer contribution

5 APPLYING FOR THE POST

Applicants are asked to submit by email to john@holytrinityhuddersfield.com a completed application Form available at: www.holytrinityhuddersfield.com/church-administrator-post/

**Attention is drawn to the person specification listed above and applicants should clearly identify how they meet each of the criteria in their written application.*

Closing date for Applications: Monday 1 February 2021 - by 4pm

Interviews: TBC

Informal enquiries are welcome and should be made to john@holytrinityhuddersfield.com