

ADMINISTRATOR

February 2024

Introduction

We're a relatively young church based in the heart of London. We typically meet on a Sunday across two services and hold a number of midweek events. Behind the scenes, there's a significant amount of organisation, communication and administration to ensure that everything runs smoothly. Because of our central London location, we meet a number of new visitors each week, some of whom decide to join the church. We are committed to welcoming these folk well and helping them get stuck into the life of the church. As the church continues to grow numerically, and the number of events and visitors increases, we're looking to hire a full-time administrator to take responsibility for a significant amount of administration.

The Team

The church is led by Andrew Haslam (Lead Pastor) and two other pastors (Jeremy Moses & Luke Boardman). Andrew & Jeremy both work full-time for the church, alongside two other trainee pastors (Daniel Ogbonna & George Style). Alongside the pastors, we have eight other staff members covering communications, digital media, worship, operations, finance, events, hospitality and pastoral care, as well as two interns. The staff team are joined by a fantastic team of volunteer leaders, including a team of deacons, life group leaders and those who help to lead our Sunday serving teams. We are fortunate to have a strong base of committed volunteers who serve in various ministries in the church.

Your Mission

You will play a significant role in the life of the church. You'll be a key part of the operations team, making sure events are properly planned, and ministries are supported administratively. This is a task that requires administrative zeal, attention to detail and a heart for the flourishing of the church. You'll need to communicate well with a wide range of people and be happy to work across multiple areas of church life. Your work will be crucial in furthering the work of the church, in allowing us to run a range of regular events and in facilitating our Sunday gatherings. Your role will combine events preparation, routine day-to-day administration, as well as communicating with lots of folk across the church.

Person Specification

You are passionate about the church. You have a sincere faith in Christ, and a desire to see His church flourish. You have a high level of personal organisation. You don't like to leave tasks unfinished or done in a slapdash way. You have a keen eye for detail and enjoy administrative work. You enjoy interacting with a wide range of people and are able to communicate well over email and phone. You're comfortable juggling a range of different tasks and know how to prioritise

accordingly. You're organised and conscientious and enjoy getting stuff done. You're excited about playing a significant role in furthering the work of the church.

Key Responsibilities

1. Regular Administration

Each week, there will be administrative tasks that are required in order to keep the church running smoothly, including,

- Creating and sending out the plan for Sunday services
- Managing the rotas for church ministries and teams
- Ordering food, drink and equipment as required for Sunday and events

2. Children's Ministry Administration

You'll coordinate with staff, leaders and volunteers for our children's ministry to ensure that the team is functioning well and that sessions run effectively, including,

- Organise volunteer DBS checks
- Add new children to ChurchSuite
- Add new children to the Sunday registers and move children to correct age groups when necessary
- Finding & restocking resources

3. Ad-hoc Administration

You'll work closely with the Operations & Finance Coordinator and the rest of the team to support church life in a variety of small but vital ways, including,

- Managing the church email account i.e. responding to and forwarding emails
- Helping with recruitment for volunteer teams (communicating needs, processing requests and assigning new team members)
- Other general administration (e.g. completing booking forms, ensuring invoices are paid, liaising with venues etc.)

4. Welcome Process Administration

Each week, you'll communicate with those who are in the process of joining the church family, helping them to connect with Life Groups and become active members of the church, including,

- Communicating with new joiner throughout the Welcome / Membership Process
- Adding new people to ChurchSuite
- Managing the ChurchSuite Welcome flows
- Managing Welcome Evening sign-ups

Formal Requirements

- Passion for God and evidence of a vibrant personal walk with Him
- Enthusiasm for the local church and its mission
- High level of personal organisation
- Aptitude for and enjoyment of administrative work
- An eye for detail and a desire to bring tasks to completion

- Good interpersonal skills, including the ability to communicate well with a wide range of people
- Organised and efficient and able to manage a diverse set of tasks
- Ability to juggle multiple different priorities and prioritise accordingly
- A ‘can-do’ attitude with a willingness to roll-up your sleeves and pitch in where required

Benefits

- Competitive salary (to be discussed at interview)
- Annual leave adjusted pro rata (in addition to bank holiday entitlement)
- 8% employers’ pension contribution

Further details

- This is a full-time role for 40 hours per week, however we would be open to offering the role to the appropriate candidate(s) in a part-time capacity.
- We’d imagine some of these hours would be worked in the church office, but there is considerable flexibility around location of work (to be discussed at interview). Our office in Oval has a hot-desk room which you can use, as well some work from home if desired.
- This role probably wouldn’t require you to work on Sundays, but it would be helpful if you could work a midweek evening each week. If you can’t, do apply anyway and we can discuss at interview.
- We’d expect you to make Grace London your church, which of course would involve attending a Sunday service most weeks (in a non-working capacity).
- Ideally we’d like you to start by the beginning of April (or as soon as possible after that), but there is some flexibility in this.

Who We Are

We began very small, with nine adults and a few babies in 2014. Over the course of our short history, it has been thrilling to make new friends, see people’s lives changed in very concrete ways, and to baptise people who have made a decision to follow Jesus. We currently meet on a Sunday across two services near Waterloo station in central London. Looking forward, our hope is to start new churches, to continue the slow and deliberate work of helping new folk discover more about Jesus, and to build a family which is growing in faith and character in the heart of the metropolis. In terms of what we believe, it’s all about Jesus. We’re an evangelical church, holding to a broadly reformed and charismatic theology. We’re part of Advance, a global movement of churches which sits within both these traditions. Advance is also in partnership with the broader Newfrontiers movement.