



Full-Time Administrator

We are open to this role being part-time, so do let us know in your application if you'd be interested in that.

This role is primarily to provide administrative and operational support for St Peter's Norbiton and its sister charity Joel Community Services (JCS), enabling them to be fruitful in their ministry and mission. Are you gifted in church/charity operations, confident with technology, happy to be part of a team, and passionate about the Kingdom of God? If so, we'd love to hear from you.

Who are we?

We are a warm and diverse community of Jesus' disciples with a mission to embrace God's Love, Connect Communities, and seek His Kingdom.

We value being grounded in God's Word, aflame with His Spirit, and overflowing with His love.

We sense a particular call to the marginalised, the outsider, and the most vulnerable. At present, this is particularly expressed through our outreach work on the Cambridge Road Estate, where we run a toddler ministry and a community café, and through our work with refugees, for whom we provide accommodation in a community house and other pastoral and discipleship support.

Summary of Terms

This is a full-time position (35 hours per week), generally based in our church offices at St Peter's Norbiton, but with flexibility to work from home on Monday and Fridays. Occasional work outside office hours would be required such as occasional evening meetings and other events for which time off in lieu would be given. The post is permanent (after a 6-month probationary period). The salary would be of £25,000-£34,000, depending on experience, with a contributory pension scheme (employer will contribute 5%) and 5 weeks annual leave plus Bank Holidays.

Overview

- The main purpose of the role is to provide effective administrative support for the operations of St Peter's Norbiton and Joel Community Services (JCS; an associated charity).
- You would report directly to the vicar, and work with our curate, our verger (who is responsible for our maintenance and IT), and various volunteers.
- For the right candidate, after a probationary period, there is then scope to take responsibility, working with the vicar, for the finance and operations of both organisations, effectively combining the role of administrator with the responsibilities of an operations manager.

General Responsibilities

- Working with the staff team, to get an overview of our operations with a view to improving our systems so that they can be efficient and focussed on delivering what's most important.

- Ensuring that our buildings and operations are compliant with legal obligations, particularly around health and safety requirements, as a key priority. This would include, for instance, ensuring that relevant inspections take place, and liaising with our verger on important tasks.
- Be the primary contact for the church office, responding to a range of enquiries.
- Manage communications via our website, flyers, posters, and social media.
- Helping with the vicar's email correspondence and providing him with occasional administrative support.
- Provide planning support for our Sunday services, including managing volunteer rotas and ensuring good co-ordination between our sound, VPS, and music teams.
- Provide operational support for the smooth running of one-off events, evening Alpha courses, and Archway-based mid-week events.
- Provide administrative support for the Safeguarding Officer, such as arranging DBS checks.
- Oversee forward planning. A familiarity with ChurchSuite would be an advantage.
- Planning of Focus (a week away with other churches in the summer).
- Ensure tasks required by the Church of England are completed on time, such as compiling the Statistics for Mission report.
- Manage our residential properties and room hire in a way that supports the mission of the church and of JCS, and strengthens our good relationships with the local community.
- Manage our parking business, including monitoring payments, chasing arrears, allocating spaces, and responding to clients.
- Working with the vicar, to ensure bills & expenses are paid, receipts are saved online, and the transactions are clearly categorised – a familiarity with Xero software would be an advantage.
- Potentially help administer the payroll.
- Provide support to the PCC and the Board of JCS, such as organising the papers and taking minutes of meetings.
- Seek opportunities for church and JCS funding, particularly as JCS develops its work, which could potentially involve managing a small building project.
- Providing strategic input and research into best practice to inform and develop our growing work with asylum seekers / refugees and the local community on the Cambridge Road Estate. (This would be only for after successful completion of the probationary period.)

Essential

- At least 2 years' experience in administration for a church/charity/business.
- Strong abilities to communicate clearly in English, evidenced by at least a C Grade in GCSE English or equivalent.
- Willing to engage with technology and figure out good systems for doing things efficiently.
- Happy to take initiative, be a self-starter, and work out how to do something new.
- A Christian faith.

Desirable

- Experience in event management, fundraising, and co-ordinating volunteers.
- Experience in financial management.
- Willingness and ability to network with local churches.
- Familiarity with Church of England processes and requirements.
- A working knowledge of Office 365, ChurchSuite, CCLI reporting, and Xero accounting software.
- A current and active Christian faith as a member of a church.

Statement of Faith

St Peter's Norbiton is an Anglican Christian church. All applicants for this role should be in agreement with our Christian faith and values, and be able to live and work in accordance with them. One area of the interview will therefore explore your active personal commitment to the Christian Faith. Applicants from other non-Anglican Christian denomination backgrounds are very welcome to apply.

Interested candidates should send a CV and covering letter, describing their suitability for the role, to office@stpetersnorbiton.org.uk by Tuesday 12th March. Shortlisting will take place soon afterwards, with interview dates to be confirmed. For an informal conversation about the role, please contact office@stpetersnorbiton.org.uk.