

To Apply - Please submit an application form to mark.harlow@stpaulsirelandwood.org by Midday on Wednesday 10th April.

MAIN PURPOSE OF ROLE

St Paul's Ireland Wood is a growing church in North Leeds focussed around the three estates of Ireland Wood, Tinshill and Holt Park.

Over the last five years, our church has grown and is a vibrant community. We have built connections with the local community and partnerships with local councillors, residents associations, schools and organisations; we have completed an extensive refurbishment of the church building and are working on a project to improve the church hall buildings. In addition to the Vicar, our staff team includes two Curates, a Children and Families Worker, a Youth Worker and an Intern (trainee).

We are looking for an administrator to support this ongoing work. We are seeking someone who is warm and compassionate with a strong social conscience. It is important that they have proven administrative and planning skills, and the ability to manage multiple tasks at the same time. They will be highly motivated and organised. They must show sound decision-making and discretion. This role includes providing administrative support to both the church and the staff, where the post-holder will be expected to be a key face and voice of the church to the wider community. So it is necessary to have empathy with the faith and mission of The Church of England.

Many of the tasks outlined below will be accomplished through working closely with other members of staff and the church as part of a team. This job will suit someone who loves variety, pays attention to detail, is flexible and enjoys engaging with all kinds of people.

RESPONSIBILITIES

- Support the functioning of the church in administration - liaising with staff and key volunteers. This involves use of a church database along with finance and administrative software (training provided)
- Be a first point of contact and represent St Paul's Church to the general public ensuring they are dealt with politely and professionally and followed up by appropriate action either on email, phone or in-person.
- Manage the church diary, liaising with staff and volunteers as appropriate.
- Follow agreed procedures to support and enable regular and additional services (such as weddings, funerals and baptisms).
- Input information into church databases to maintain accurate information for reporting.

- Administer the purchasing of supplies and goods; the invoicing of hall users, weddings and funerals; the payment of invoices - liaising with the Treasurer and finance committee where needed.
- Liaise with associated activities and organisations eg. Foodbank and Baby Basics
- Communicate with partners, particularly the Diocese of Leeds, Leeds City Council, schools and organisations.
- Compile the weekly Newsletter of St Paul's using MailerLite.
- Oversee and organise all bookings of the church and halls.
- Oversee the arrangements for the use of the church and halls for meetings and services.
- Co-ordinate and organise access arrangements for the maintenance of church buildings eg by the cleaners and contractors.
- Attend relevant meetings, as arranged with the clergy, taking minutes as required.

This list of responsibilities is not intended to be exhaustive and is subject to review.

Full training in Church Suite, Expense Plus, Mailer Lite, Canva, Google Suite and all other systems as required will be given.

PROFESSIONAL DEVELOPMENT

The post-holder will be expected to maintain professional development through management supervision; team meetings; courses and training as appropriate.

PERSON SPECIFICATION

	Essential	Desirable
Skills, knowledge and aptitudes	<p>Good word processing skills and IT skills</p> <p>Ability to manage a varied workload effectively and efficiently to prioritise tasks and meet deadlines.</p> <p>Communicate effectively and clearly.</p> <p>Good organisational skills.</p> <p>Ability to work individually and collaboratively.</p> <p>Understanding of GDPR.</p> <p>Experience with diary management tools.</p>	<p>Competent in the use of Google suite.</p> <p>Experience with ChurchSuite or equivalent database management systems.</p> <p>Ability to update websites.</p> <p>Ability to produce and schedule social media posts.</p> <p>Experience in using purchasing systems and issuing invoices.</p>

Qualifications, training and experience	Competent skills in written English and numeracy. Previous experience in Administration.	5 GCSEs (or equivalent) including English and Maths at grade C or above.
Personal attributes	Be a person of integrity Have an understanding of confidentiality issues and discretion. Be sympathetic to the needs of others. Have good interpersonal skills. Have a flexible but practical work approach. Pay close attention to detail and accuracy.	
Other requirements	Empathy with faith and mission of the Church of England. To reflect St Paul's values in both personal and professional conduct.	

KEY TERMS

Contract - Permanent

Probationary Period - There is a 3 month probationary period.

Start Date - As soon as available

Office - An office space will be provided within St Paul's Church.

Hours and pattern of work - 25 hours per week across all 5 weekdays, Monday to Friday (9:30am - 2:30pm). Working patterns can be flexible and will be discussed with the right candidate. 5 weeks holiday a year plus usual bank holidays.

Remuneration - Salary £16,471 (£24,700 Full-Time equivalent)

St Paul's Church Ireland Wood is committed to providing a safe environment and culture for children, young people and vulnerable adults. The administrator will be expected to work within the relevant safeguarding policies and procedures, and to complete all required safeguarding training.