

LIDGETT METHODIST CHURCH



POST: Church Administrator – 8 Hours Per Week

Thank you for your interest in Lidgett Methodist Church and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

Job Description and Person Specification

Application form

Equality and diversity monitoring form

If you wish to make an application, please complete the form and return it to minister Rev Andy Lindley by **10pm** on the closing date which is 11th May 2017. Should you wish to post your completed application form, please send it to the Rev Andy Lindley, 12 Vesper Drive, Acomb, York, YO24 3HT. For more information, please contact Rev Andy Lindley 01904 784545 revalindley@gmail.com.

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please provide specific examples that reflect how you meet the requirements of the post.

Candidates who are shortlisted will be invited to attend an interview, which will take place on **14^h June 2017, between 12:30 and 4pm**. If, this time would not be possible, then please advise us on application.

We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely,

Rev Andy Lindley (Minister)

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Job Description for Church Administrator

Post Church Administrator – 8 hours per week

Location The post is a local church appointment, based at Lidgett Methodist Church.

Background Lidgett Methodist church is a vibrant family church that has in the last four years grown to become a busy hub for community activities. It engages with all ages in its ministry and includes a successful messy church family. Its developing mission encompasses a Wednesday café which serves between 70 and 150 people weekly and with drop-ins from local charities and local council services; vocal flourish – a choir for people with dementia and carers, which is linked to Friday nourish, a café serving the same group; a weekly youth club and many other diverse community run activities.

The Administrator post is being created to assist Lidgett Methodist church in continuing to grow this role, while ensuring its processes, systems and communications develop with it.

The role will form part of the local ministry team with the minister in Pastoral charge, Mission Development Enabler, Caretaker and volunteers from the church and local community.

More details about the church can be found at <http://lidgettgrovemethodistchurch.org.uk/>

Purpose To manage and oversee the administrative functions of Lidgett Methodist Church.

Responsible to
The Minister of Lidgett Methodist church, Rev Ian Hill

Relationships
Rev Ian Hill
Other Lay Staff and Volunteers at the Church
Local Church Council and Leadership
Local Church Members
Local Community & Charity Partners, inc York City Council
Members of the Local Community
Other users of Methodist Church premises

Main Duties

1. To oversee room bookings, and invoicing of those using the church in partnership with our Mission Development Enabler who will manage the relationships with individuals and groups. It is not anticipated the Administrator will meet with individuals making bookings, unless on site at the time.

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2. Produce a weekly notice sheet for the church community and a quarterly magazine for distribution in the wider community.
3. To update and create a weekly timetable for users of the building.
4. Updating social media and our website with events.
5. Managing and ordering stocks of supplies and resources for the church on behalf of church run groups, in conjunction with the caretaker.
6. Maintaining a financial record of expenses and monies received. Banking money once a week.
7. Updating noticeboards internally and externally.
8. Maintaining distribution lists of members and community connections, and using this for communicate of events and news.
9. Being a point of contact for communications, and re-directing and responding as appropriate.
10. Communicating with external agencies, including the Methodist circuit.
11. Creating promotional posters/ graphics.
12. Conduct and record fridge temperatures, legionella and fire alarms tests and other tests in order to maintain our legal obligations
13. Assist with the annual property, risk and fire risk assessments..

SUPPORTING OTHERS

- a. Meeting regularly with the Ministry team serving the church.

OTHER DUTIES:

- a. Proactively supporting the Lidgett Leadership team.
- b. Any other duties, identified by your line manager, within your capabilities and level of responsibility, in order to fulfil the ministry of Lidgett Methodist church.

Hours of Work

This post will be 8 hours per week. These hours may be negotiable with the successful candidate, depending on Circuit requirements. We would expect a minimum of 2-3 hours of this to be on site, to coordinate with other staff and volunteers, but otherwise the role could be conducted from home, if so desired.

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Some flexibility in working hours would be helpful, due to the nature of the post and the pattern of the church year. It is expected that the role holder and Line Manager would agree a working pattern that suits the needs of both the church and the person applying for the role, and this would be reviewed regularly.

Overtime is not usually payable. If you are required and willing to work hours in excess of your normal working week, you will be entitled to take time off in lieu on an equal time basis, as agreed with your Line Manager. This would normally be taken within the month in which it is accrued. In exceptional circumstances overtime may be paid with agreement of your Line Manager.

Policies and Procedures

As a member of Staff you are expected to follow the Church Policies and Procedures, copies of which will be provided with the contract.

Remuneration

The starting salary for the 8 hour per week post is £8.68 per hour (based on the Living Wage plus one additional skills point (as of April 1st 2017))

Salaries are reviewed on an annual basis, at the time of annual appraisal.

All reasonable expenses will be reimbursed.

(Travel reimbursement will be at the rate advised by the Methodist Church from time to time).

Location

The role would be based at Lidgett Methodist church, although it may be possible for some of activities to be completed at home. We would ask for the successful candidate to be present at Lidgett at least one day a week, in order to facilitate communication with the other staff and volunteers, but otherwise the role could be performed from home.

Holiday Entitlement

28 days per year pro rata including bank holidays.
Details are specified in the terms and conditions of employment.

Training Allowance

A small allowance for training is offered, annually, with specific training to be agreed with the Line Manager.

Sick Pay

Entitlement in accordance with the terms and conditions of employment.

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following

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periods. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

i.	After 6 months up to 1 year	1 month full pay
ii.	1 year to 2 years service	2 months full pay + 2 months half pay
iii.	2 years to 10 years service	4 months full pay + 4 months half pay
iv.	After 10 years service	6 months full pay + 6 months half pay

Staff who work part-time will receive sick pay on a pro-rata basis.

Pension

You will not be automatically enrolled into, but you are eligible to join the Pension Scheme (*Particular scheme to be confirmed*).

More information on the pension scheme, and how to join, will be made available prior to taking up the post.

Probationary period

The appointment is subject to the completion of a satisfactory probationary period of 6 months, a satisfactory DBS check, and the completion of the Creating Safer Space Foundation and Leadership Modules.

References

The appointment will be subject to satisfactory references.

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Person Specification for Church Administrator (8 hour post)

Job Title: Church Administrator
Employing Body: Lidgett Methodist Church
Location: Lidgett Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Good understanding and use of spoken English.		A/I
	Educated to GCSE level or equivalent	Relevant office skills or qualifications	
	Computer literate. Able to use Microsoft Word, Outlook and PowerPoint and other software as needed.	Experience of financial record keeping and software	A/I
		Able to use and develop databases, particularly for email distribution and document merging functions.	
Relevant Experience	Experience of creating a wide range of materials, using text and graphics (reports, flyers, posters)		A/I
	Experience of working on own initiative		A/I
	Experience of working in a team		A/I
Special Knowledge & Skills	Administrative, organisational and time management skills		A/I
	Strong written and oral communication skills to develop materials and production of a wide range of materials using text and graphics (posters, fliers, reports)		

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	<i>Ability to summarise information from several sources, to produce summary newsletters, reports and web updates for different contexts.</i>	<i>Web page editing skills</i>	
	<i>Experience of managing and ordering stock</i>		<i>A/I</i>
	<i>Proven, excellent inter-personal skills</i>	<i>Ability to use social media effectively and safely.</i>	<i>A/I/R</i>
	<i>Proof reading, spelling and grammar checking ability.</i>		
	<i>Ability to deal with issues in a diplomatic, professional and confidential manner both verbally and in writing.</i>		<i>A/I</i>
	Attributes	Essential	Desirable
	<i>Clear knowledge of data protection and a good understanding of handling confidential/person information, including when it is legally appropriate to breach confidentiality.</i>		<i>A</i>
	<i>Ability to motivate self without direct supervision</i>		<i>A/I</i>
Special Qualities or Aptitudes	<i>Understand and be in sympathy with the aims and work of the Methodist Church as embodied in Our Calling and Priorities for the Methodist Church.</i>	<i>Knowledge of the Methodist Church and its structures and systems</i>	<i>A</i>
	<i>Flexibility in performing duties to achieve objectives</i>		<i>A/I</i>

Key to Methods of Assessment:

A – Application form; I – Interview; R = References