

Job Title

**Church administrator (part-time) at Chislehurst Methodist Church**

We are seeking to recruit a highly organised and experienced church administrator on a part-time basis from September 2018. The person appointed will be at the centre of the church organisation, liaising with the Minister, trustees and key members of the church community. An important function will be the organisation of lettings and related issues in managing the premises. This involves significant interface with a wide of variety of users and community groups.

This role requires communication skills and the ability to develop strong working relationships. It is an excellent opportunity for someone who is passionate about providing a first rate administration service whilst dealing closely with members of the public who represent the outward face of the church.

The successful candidate must:

* be highly confidential in all matters
* be proactive and extremely well organised
* be flexible, self-motivated and self-directed
* be able to collaborate effectively with others
* have the ability to forge professional relationships
* have excellent literacy skills
* have strong IT competence including broad expertise in Microsoft Word, Excel, and PowerPoint
* be able to prioritise and manage a demanding workload
* have close attention to detail
* be in sympathy with the ethos and work of the Methodist Church, carrying out all duties in accordance with Methodist Church policies including equal opportunities, safeguarding and health and safety requirements

Job Description

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Church administrator (part-time) at Chislehurst Methodist Church

**Accountability**

The Lay Employee will be employed by the Chislehurst Methodist Church and will be under the supervision of the Minister.

The administrator will be responsible to the minister, who will exercise all managerial responsibilities. These will include monthly reviews of work during the probationary period and quarterly reviews thereafter.

# Main Responsibilities

* **Manage the church office**
* Daily correspondence
* Effective communication within the church and the wider community.
* Extensive liaison with user groups
* Manage the church diary and forward plan
* **Manage the letting of church premises**
* Manage letting contracts and monitor compliance with legal agreements.
* Invoicing
* Liaise with regular user groups to ensure efficient and safe use of premises and maintain healthy working relationships that support long-term commitment
* Responsibility for organising the schedule of opening, closing and security of the premises by key-holders.
* **Assist the Minister and Stewards/Trustees**
* Help coordinate the Minister’s diary and weekly schedule by liaising with the Circuit Administrator, New Eltham Church and Community Centre Administrative Assistant, and Petts Wood representatives.
* Liaise with Stewards and Trustees to support the effective operation of the church
* Support the organisation and administration of specific church events e.g. Christmas Tree Festival
* **Liaise with external contractors e.g. contract cleaners**
* Supervise external contractors as appropriate
* Deal with enquiries and administer invoices as appropriate
* Liaise with Church Treasurer and Property Steward
* **Assist the Minister with publicity, marketing and internal communications**
* Work with Minister and marketing agencies and suppliers to promote CMC including the church website, noticeboards and press liaison.
* Collate the Church Magazine (Contact)
* **Establish and/or maintain church databases**
* Ensure compliance with GDPR regulations
* **Worship service administration**
* Liaise with Minister, Stewards and visiting Preachers
* Compile and print weekly notice-sheet
* Compile Sunday worship PowerPoint presentations and save on the Church laptop. Additional IT resources could include videos and audio files.
* Weddings, Baptisms and Funerals may require additional administrative support and production of Orders of Service and related materials
* Complete copyright returns in relation to Worship.
* **Other duties**
* Carry out any other duties that are commensurate with the nature of the post and the hours of work as may be reasonably expected.

**Terms and conditions**

* The salary will be £13,000 p.a. (pro rata £24,75) per annum.
* Work on-site at the Chislehurst Methodist church
* Normal working hours: 20 hours per week, normally worked over 4 days.
* Pension scheme, where the employer will pay 6% and you will pay 6%.
* All reasonable expenses will be reimbursed.
* 14 days statutory annual leave entitlement per year (including Bank holidays)
* Appointment will be subject to the satisfactory completion of a three-month probationary period, and to an appropriate DBS clearance.

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# APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

##### CONFIDENTIAL

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| APPLICATION FOR EMPLOYMENT**in the post of church administrator (part-time) at Chislehurst Methodist Church in the Orpington and Chislehurst Circuit (Circuit No.35/43) in the London District** |
| **Please return the completed application form by email to: orpchissuper@gmail.com** **or by post, marked:****“Confidential - Administrator application”** **Chislehurst Methodist Church,** **Prince Imperial Road,** **Chislehurst,** **BR7 5LX**Applications close by midnight on 25th July 2018. Successful applicants will be invited to an interview by 31st July 2018. If you do not receive an invitation to an interview, your application has not been successful. Interviews will be held during the afternoon of 3rd August at the Church. The preferred start date for the new administrator will be Tuesday 4th September 2018, but this is negotiable. |

Please complete this application in black ink or black type

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| **Name in full:** **Address**: **Home:** **Mobile:**  |

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| **WORK PERMIT**Please be aware that under the Immigration Asylum and Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment.Are you a UK or EU/EEA Citizen? (Please tick) Yes No If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick) Yes No If “No” please indicate the basis on which you are eligible to work in the UK.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Guidance to Candidates**Please read this information carefully before you complete the next part of the form.**Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.The questions are intended to allow you to draw on all your experience including education, employment, voluntary work, family life, church membership or activities, hobbies and interests (and so on).Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.Please answer the following questions:-1. Why are you applying for this job?
2. What particular experience, qualities and other attributes would you bring to the post (other than your work experience, which will be covered later in this form)?
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| (3) Having read the job description, do you have any ideas about good ways of setting about the tasks involved?  |
|  (4) What qualifications do you have which are relevant to this post? Please give  details of the date and the awarding body |

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| Employment HistoryList your employers during the past ten years, starting with your most recent. Please account for any gaps in employment. |
| Dates |  |  |
| What period of notice do you have to give in your present job? |

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| **Disability**Do you consider yourself to have a condition or disability, as defined by the Disability Discrimination Act?If yes, please describe any special conditions or adjustments required. |
| ReferencesPlease supply the names and addresses of two referees, including your present employer, if you are in employment. **Note:** References will be sought only if you are invited to interview. |
| ConvictionsHave you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?If yes, please supply further details. |
| You are welcome to give additional information, which may be written, in the space below. |
| Declaration**I confirm that the information given in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from this employment by the employer.****Signature** **Date**  |