

## CHURCH ADMINISTRATOR - JOB DESCRIPTION

**NATURE OF ROLE** This key coordinating role is to assist and support the Rector, staff and leaders in the vision and ministry of the church to know Christ and make Him known.

This means ensuring that excellent communication and administration underpin the church's ministries.

Shared Christian convictions, strong relational skills, problem solving, attention to detail, self-motivation, ability to delegate well, and discretion are essential.

This post will involve working closely with the Rector and with all staff, and managing our part-time finance/admin staff member, our caretaker, and office volunteers.

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**HOURS & BENEFITS** Ideally full time (37.5 hours) or desirable 30 hours minimum (flexible weekdays)  
£25-29,000 pro rata salary.  
22 days annual leave pro rata (plus Bank Holidays) rising with accrued years  
Employee pension

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**REPORTING** The Church Administrator will report to the Rector

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**RESPONSIBILITIES**

**Communication**

Internal and external communication, publicity, website and social media, reception

**Administration**

Sunday and other services, church calendar & database, room bookings, liaison with fabric and admin/finance groups, support of events, coordination of courses, support of non-pastoral volunteer team leaders (eg tech, music)

**HR**

Staff induction, recruitment admin, and coordination of some training

## Policies

Health and Safety, GDPR, employment, Anglican governance

Other reasonable duties as requested by the Rector

Some of the above is done through effective support of and delegation to the part-time finance/admin staff member, caretaker, other staff and volunteers

The role includes attending the weekly staff meeting and the staff prayer meeting

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### PERSON SPECIFICATION

Servant heart and desire to grow in Christian faith and character

Genuine occupational requirement to be a practising Christian

Conservative evangelical commitment to Scripture's primacy, Christ's sacrifice for our sins, the gospel's renewal of each believer, and personal evangelism

Comfortable in an Anglican setting, holding an orthodox stance on marriage

Member of Holy Trinity, or prepared to become one, attending Sunday services and some midweek activities (eg small group, monthly prayer meeting)

Willing and able to solve problems in a positive and effective manner, think outside the box and experiment with new ways to get the job done

Proven interpersonal skills, demonstrating welcome and encouragement to all

Attention to detail, accuracy and quality

Able to work well within the staff team and under authority

Willing to take responsibility and to delegate to others

Demonstrate digital literacy (MS Office, social media, data management)

Demonstrate effective communication (both verbally and written), planning and organisational skills

Satisfactory enhanced DBS will be required

Closing date: Monday 17<sup>th</sup> January. Interviews w/c 24<sup>th</sup> January in person

To apply please send your completed application available form to the Rector, [Richard.james@trinitynorwich.org](mailto:Richard.james@trinitynorwich.org), who is also available for an informal conversation about this post