



Greyfriars Church, Reading

Job Description and Person Specification for the post of Greyfriars Church Administrator

Hours: 20 hours a week, with potential to increase hours over time.
Working pattern is flexible but must include a full day Tuesday and part-time Friday.

Salary: Range between £11,450 p.a - £11,960 p.a dependent on experience.

Location: Greyfriars Church, Reading

Management Structure and Support: The Greyfriars Service Administrator reports to the Operations Managers.

The emphasis of this role is on facilitating, organising and resourcing the administrative elements of the services at Greyfriars and providing support to the Operations Managers.

Main Duties and Responsibilities:

Sunday services preparation:

- Join Sunday services planning meeting, fulfilling all related administrative activities.
- Ensure that Greyfriars has cover for welcome for its Sunday services including liaison with our large volunteer community.
- ChurchSuite rotas and plans:
 - o Creating, editing, communicating and printing service plans on a weekly basis
 - o Managing the welcome team; populating the rota for each service, publishing it to the team, overseeing reminders and co-ordinating swaps as required.
 - o Liaising with volunteers to ensure they are briefed and resourced for Sundays.
 - o Ensuring ChurchSuite rotas and plans are sent out and running orders are issued.
- Help co-ordinate communications for Sunday services, with the Operations team.

Communications:

- Work with the Operations team to ensure that we have a co-ordinated approach to communications for all Greyfriars activities, especially on Sundays.
- Create slides and resources for services on Canva; e.g., liturgy, printed order of services, pre/post service slides, volunteer lanyards.
- Download all digital content to the AV desk ahead of all services.
- Organise volunteer photographers for church services for communications purposes.

General:

- Act as a first point of contact within both the office and the Atrium reception as needed.
- Attend staff meetings, Sunday planning meeting, and others as required by the Operations Managers.
- Provide support to the Operations Managers
- Assist with other administrative elements on an *ad hoc* basis

As a member of the staff team, the Greyfriars Church Administrator will play a full part in the faith life of the Church, including weekly staff fellowship and prayer groups.



Person specification:

- Must have a keen eye for detail, be an “admin maestro”, with excellent proofreading skills.
- Must be passionate about welcome.
- Must have a desire for collaborative working – we are looking for someone who will be able to thrive in a busy environment.

Other must-haves:

- robust IT skills with the confidence to work on a range of IT platforms
- Good working knowledge of the Microsoft suite

Desirable:

- Experience of ChurchSuite, ProPresenter, Canva
- Flair for creative communication



Application Form for the post of Greyfriars Church Administrator

ALL candidates are asked to fill in this application form and provide a CV. Please continue on separate pages if necessary.

Completed forms and CV should be returned to Abby Tutt-Leppard & Debs Procter by emailing to: ops.manager@greyfriars.org.uk, or posting to Abby & Debs at Greyfriars Church Office, 4 Sackville Street, Reading RG1 1NT.

1. PERSONAL INFORMATION

Name:

Address:

Telephone (home):

Mobile:

Email:

National Insurance Number:

2. EDUCATION, TRAINING & QUALIFICATIONS

Please list in reverse date order (starting with most recent)

School, College, University	From	Until	Qualifications Gained



3. EMPLOYMENT & OTHER RESPONSIBILITIES

Please list in reverse date order (starting with most recent) a summary of church and secular employment and any relevant voluntary work (with dates).

Organisation	From	Until	Role

4. EXPERIENCE & SKILLS

Please note in particular your experience of working in a similar situation.

5. INTERESTS & ACHIEVEMENTS

Are there any other interests or achievements that you think are relevant to share?

6. FAITH AND BELIEF

How would you describe your personal beliefs/faith and how they might have relevance to this role.

7. MOTIVATION

Briefly summarise why you have applied for this role?

8. YOUR CIRCUMSTANCES

Right to work: Do you currently have the right to work in the UK? **YES/NO**

Disability Access: Do you require special access for the purposes of an interview? **YES/NO**

If yes, please describe any special conditions or adjustments required on a separate sheet.

Convictions: Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES/NO**

If yes, please supply further details on a separate sheet

Note: This post may be subject to a satisfactory DBS check.



If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a Disclosure from the Disclosure & Barring Service. I recognize that, under the Diocesan Policy on the recruitment of ex-offenders (page 8 of *Protecting Children in the Diocese of Oxford*, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

I confirm that to the best of my knowledge, the information given on this form is correct. I understand that false information could lead to dismissal. I consent to the data processing of the information I have given on this form as defined under the Data Protection Act 1998 for the purposes of employment with Greyfriars Church.

Signed:

Date:

9. REFERENCES

Names and addresses of three referees who know you well, but who are not related to you. If you currently hold a job, one reference should be from your current manager or equivalent at that place of work (or your last employment if you are not currently working); one should be the minister of the church you currently attend (if your minister is also your current line manager, you can ignore this reference); and one reference should be personal.

Please indicate if taking up this reference before interview will cause you any problems.
Please include a brief note on how each of your referees knows you.

Referee 1

Name:

Address:

Telephone:

Mobile:

Email:

Capacity in which they know you:

Referee 2

Name:

Address:

Telephone:

Mobile:

Email:

Referee 3

Name:

Address:

Telephone (home):

Mobile:

Email: