



## **Urban Crofters Administrator**

### **Job Description**

#### **Overview**

Urban Crofters is a charismatic evangelical Anglican church plant in Roath (Crofts Street, CF24 3DZ) which is undertaking evangelism through a growing network of missional communities across Cardiff. The church started as a single missional community of 15 people in October 2016 and Revd. Will Souter was licensed as the new vicar in January 2019. We are now a church of five missional communities numbering around 75 adults. The missional communities meet in local homes for dinner and bible-based discussion each week and gather in our church building on Sundays for worship, teaching and ministry.

#### **Job Brief**

We have seen consistent numerical growth since we started in 2016 and we are looking to accelerate this growth through the appointment of an enthusiastic, experienced part-time administrator who will be able to undertake many of the core administrative tasks of this growing church while also coordinating the work of a growing network of volunteers.

To be successful in this role you should have work experience in the area of administration as well as being a committed Christian since personal faith is essential to all staff team roles. We hope the administrator will participate in the life of our church community in order to develop good working relationships with our key volunteers.

We are seeking an administrator for 20 hours a week. Flexibility in these hours is needed, since the administrator may need to attend some evening meetings.

#### **Key Responsibilities**

##### **Administration**

- Provide administrative support to the vicar and curates, such as for events.
- Provide administrative support to the treasurer, such as paying invoices and logging income and expenditure.
- Provide administrative support to the Parochial Church Council (PCC), such as taking minutes during meetings.
- Manage the church diary and volunteer rota schedule with suitable software e.g. Church Suite.
- Manage lettings including regular and ad-hoc bookings and events.
- Complete essential church records and registers e.g. finance and attendance.
- Coordinate production of the Annual Reports (e.g. wardens' and treasurer's reports) and Accounts in preparation for the Spring Annual Vestry Meeting (our AGM).

## Communication

- Support and encourage volunteers working in church premises.
- Manage internal church communications including post, email and newsletters.
- Liaise with the digital communications officer about website updates and social media communications.

## Building Maintenance

- Ensure premises are clean, tidy and safe.
- Oversee the cleaning contract and purchasing materials and equipment for cleaning.
- Administrate church compliance e.g. updating Health and Safety Policy; Fire Safety Policy.
- Oversee maintenance and service contracts (e.g. security and fire alarms, fire appliances, boiler inspection, piano tuner).
- Manage premises maintenance by paid professionals including gaining quotations for essential works.

## Person Specification

### Essential

- Committed Christian faith (see Schedule 9 of the Equality Act 2010)
- Experience working in a similar administrative role
- Team or project leader, supervising and motivating staff or volunteers
- Excellent interpersonal communication skills – written and oral
- Ability to make decisions and take initiative
- General office and clerical skills
- Confident IT skills e.g. Microsoft Word, Excel
- Planning skills with ability to work autonomously and manage workload

### Desirable

- Church ministry and mission
- Project management experience
- Building management experience
- General finance administration experience
- Experience of dealing with matters of confidentiality
- Ability to manage the unexpected

## Terms of Employment

The administrator will be contracted for 20 hours a week. Hours are flexible and the role can be hybrid with a mixture of working from the church office and elsewhere.

Salary: £15,600 per annum (equivalent to £29,250 if full time).

There will be a probationary period of three months, with a first appraisal after 6 weeks. After this, there will be annual appraisals. Termination of employment requires a week's notice on either side during the probationary period; thereafter, a month's notice is needed.

Annual paid holiday entitlement is 28 days pro-rata (equivalent to 14 days for 20 hours per week).

## **How to Apply**

To apply for this role, please send a detailed CV and cover letter to Tallulah at [urbancrofters@gmail.com](mailto:urbancrofters@gmail.com)

Your cover letter should include information about past experiences related to the role's key responsibilities and how you meet the person specification.

You should also include the names and contact details for two references who will be contacted if you are invited to interview.

The deadline for applications has been extended to 11th February. We will be interviewing on 17th-20th February.