

The Vine is looking to recruit an experienced administrator to assist the Vicar and PCC in running the church. This role is a key role within our ministry ensuring that we communicate effectively, organise our activities and maintain all regulatory requirements.

Reporting directly to the Vicar (or during interregnum the chair of the PCC) the role requires working with both paid and unpaid staff and volunteers within the church. It is a varied role providing support to all areas of the church and requires a candidate who is able to work autonomously to a high standard and prioritize their own work, but who can effectively escalate any issues in a timely manner

### **Terms and Conditions**

The role pays £9.45 per hour and will be reviewed every January. The role is initially for 16 hours per week. The gross annual salary is £7862.40 (as at December 2017).

Days of work can be flexible but would usually include Monday, Wednesday and Thursday Mornings to ensure links with existing activities within the church. Some flexibility is required to give building access for occasional rentals and contractors (in conjunction with the Vicar and Wardens).

### **Holiday**

5 weeks holiday plus bank holidays, pro rata

### **Pension**

The Vine has a pension scheme. On the current salary and pensions thresholds you will not be automatically enrolled. You can opt-in, if you so desire.

### **Background information on The Vine Netherthorpe, Uppertorpe & Langsett**

The Vine was formed in July 2013 with the joining of two parishes: St Stephen's, Netherthorpe and St Bartholomew's, Langsett. We have retained both buildings, which are used for different purposes, so we are one church with two great venues.

The Vine has been in interregnum since June 2017 and is currently led by a strong "Ministry Leadership Team" and overseen by a committed PCC.

There are 60-70 on our electoral roll and this has been steadily growing for a few years. We are a not-just-Sunday church, so in addition to our Sunday congregations there is a network of people who consider themselves part of The Vine family, but are not traditional Sunday church-goers.

We work well in partnership with other churches and local organisations to achieve more than we could otherwise as a small-ish church. In particular we have worked closely with St Mary's, Bramall Lane to develop our Foodcycle and TimeBuilders projects, which have greatly enhanced engagement with our community.

Godly Play is a big part of what we do. Many from our church are Godly Play trainers and we run an organisation called Mutual Blessings, which offers spiritually-enriching practices using the principles of Godly Play to people of all ages or needs.

## **Job Description**

### **Communication**

- Dealing with phone calls, emails and other correspondence in a timely manner passing messages unable to be dealt with personally to the relevant person within the Church.
- Updating the Church Website, Facebook, Weekly Notice Sheets and email lists with relevant notices.
- Assisting with the creation of the church rota.
- Assisting with administration of occasional offices (Baptisms, Weddings Funerals)
- Assisting with production of the Church Annual Report
- Work with others within the church community to ensure administration tasks are undertaken in an orderly way.
- Ensuring that Church Notice boards are kept up to date.

### **Finance**

- Accurately inputting records into the Church Finance System
- Creating and dispatch of Invoices
- Reconciliation of bank statements with the finance system
- Liaising with charity commission and auditors
- Payment of bills
- Paying in of cash and cheques to our bank

### **Human Resources**

- Managing employee holiday and sickness records
- Liaising with our outsourced Payroll Company to ensure pay is received on time
- Liaising with HMRC/Pension and others

### **Building management**

- Order supplies for the office, cleaners and others
- Liaising with suppliers and utility companies
- Investigating and recommending to the PCC of changes in utility and other suppliers
- Ensuring regular maintenance tasks are undertaken (Fire Alarm , PAT testing, Lightning Conductors etc) and adequate records are kept.
- Managing room bookings in line with agreed terms, ensuring any exceptions are agreed by the PCC
- Managing the Church Diary
- Liaising with tenants of the church flat and any offices let to third parties

### **Record Keeping**

- Filing of financial and other documents in a structured manner.
- Ensuring that regular tasks have adequate procedures and safeguards and any concerns are raised to the PCC.
- Ensuring that reminders are stored in the church diary for regular and occasional tasks
- Collation of documents for end of year accounting and other purposes.
- Collation of information for regulatory and other returns from church records<sup>4</sup>
- Making recommendations to the PCC to ensure compliance with the General Data Protection Regulations concerning personal data held by The Vine.

### **Other**

Such other duties that may reasonably be required

## Person Specification

	Essential or Desirable?
<p><b>Qualifications</b>            GCSE English &amp; Maths grades A-C(or equivalent)            A Level or Degree</p>	<p>Essential            Desirable</p>
<p><b>Experience</b>            Work in an administration role            Experience of Church Ministry/Mission            Knowledge of the Church of England structure, rules and procedures.            Experience of premises management            Experience of charity administration</p>	<p>Essential            Desirable            Desirable            Desirable            Desirable</p>
<p><b>Skills</b>            IT Skills including :            - Microsoft Office            - Gmail and Google Calendar            - Quickbooks or other accounting software            - Web publishing tools            Excellent organisational skills            Excellent telephone manner            Good written English</p>	<p>Essential            Essential            Desirable            Desirable            Essential            Essential            Essential</p>
<p><b>Personal Attributes</b>            Able to prioritize work and escalate conflicting demands            Able to work in a neat and structured manner            Able to work both autonomously and as part of a team            Able to work within limits of own role and escalate where necessary</p>	<p>Essential            Essential            Essential            Essential</p>