



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Church Administrator
EMPLOYER:	Sheffield Diocesan Board of Finance
RESPONSIBLE TO:	The Priest-in-charge (or deputy) of Darfield All Saints.
REPORTING TO:	The Priest-in-charge (or deputy) and PCC of Darfield All Saints.

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

Job Purpose

The main purpose of the role is to support the clergy, lay ministers and PCC in the implementation of the vision of Darfield All Saints Parish by:

- Providing an administrative framework for church activities and programmes.
- Working alongside the churchwarden{s} and PCC members to develop and implement administrative systems to ensure that the four buildings of the parish are run efficiently and effectively.
- Seeking grant opportunities to fund proposed projects within the parish.

Key Working Relationships

- Priest-in-charge of All Saints Parish
- Churchwarden(s), Treasurer and PCC of the parish.
- The congregations and volunteers of both All Saints Church, Darfield and St Michael & All Angels' church, Great Houghton.
- Local community users of the Church Halls at Darfield and Great Houghton.
- Grant providers.

Key Priorities

Two key priorities are vital to the role:

- To enable the time and energy of the clergy, churchwardens and PCC to be released for mission activity by developing systems for or taking responsibility for routine administrative tasks, especially in connection with the buildings.
- To ensure the smooth running and safety of these buildings.

Main duties and responsibilities

1. Providing systems for record keeping in relation to the buildings

- 1.1 Set up files, both computerised and manual, for record-keeping of required checks of buildings.
- 1.2 Maintain these files, reminding relevant people when checks are due and liaising with experts or workmen to set up appointments for the checks.
- 1.3 Set up and maintain files (both computerised and manual), for all items of equipment in the buildings to establish guarantee periods, probable life span, required safety checks etc.
- 1.4 Provide regular reports to the PCC of such checks and expiring guarantees etc.

2. Providing practical and administrative support for Resourcing building projects

- 2.1 Seek grants for building and maintenance projects, keeping full records of all grants applied for.
- 2.2 Provide regular reports for the PCC of such grants sought and the results.
- 2.3 Assist with compiling grant applications.

3. Developing Communications

- 3.1 Maintain the Parish website, ensuring that it is up to date.
- 3.2 Liaise with the two parish Facebook co-ordinators about the website contents and events.
- 3.3 Support the parish news sheet editor, including printing and copying.

- 3.4 Produce promotional materials for events as requested.
- 3.5 Support the baptism team with printing and preparation.
- 3.6 Produce rotas for church service duties.
- 3.7 Report regularly to the Priest-in-charge (or deputy) and PCC, keeping a record of all work carried out.
- 3.8 Duplicate service sheets and other worship materials

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Parish.

Background Information on the Parish of Darfield All Saints.

The parish includes the two churches of All Saints, at Darfield (S73 9JX), and St Michael & All Angels at Great Houghton (S72 0BL). It covers the villages of Darfield, Great Houghton, Little Houghton, Middlecliffe and Billingley.

The church building at All Saints, Darfield is a grade I listed building. There is also a church hall (formerly a cinema) and a Rectory Cottage there. They all fall within a conservation area. The hall is used by several local community groups on various days of the week. The cottage is used as an office, for storage and for meetings.

The church building at St Michael & All Angels, Great Houghton is a combined church and hall in one building (grade II* listed).

The parish organisation has been through some change in recent years, losing its own rector and now sharing a Priest-in-charge with Ardsley parish. This post is now in vacancy and the job of Priest -in-charge of Ardsley and Darfield is also being advertised.

Darfield has a weekly congregation at Sunday morning services of about 30-40 usually. The congregation at Great Houghton is smaller and Sunday services there are fortnightly. Darfield has a monthly Café Church service.

The Need for an Administrator Role

Due to the number of buildings, and their needs, an administrator is needed to co-ordinate, organise and keep record of all the various checks and running-needs of

these buildings. Currently these tasks are falling on already over-burdened shoulders of a few church volunteers.

There is also a need to seek grant funding, liaising with the central DAC team, where it may be available as valuable sources of funding are currently being missed due to lack of resources. We also aim to have toilets installed at Darfield All Saints church and this will require a lot of grants-funding.

Generally, there are a number of routine administrative tasks which were previously done by our administrator, who has now retired. These tasks, including rotas and record keeping, would benefit from a focussed approach by one individual.

PERSON SPECIFICATION: CHURCH ADMINISTRATOR

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		<ul style="list-style-type: none"> • GCSE level Maths and English • Formal IT qualifications
Experience	<ul style="list-style-type: none"> • Working with computerised spreadsheets • Using Microsoft Word, Excel and Powerpoint 	<ul style="list-style-type: none"> • Producing publicity materials and communications • Using Microsoft Publisher
Skills & Knowledge	<ul style="list-style-type: none"> • An understanding of filing systems • An understanding of the uses of spreadsheets, documents and powerpoints 	<ul style="list-style-type: none"> • An understanding of the use of websites for effective communication
Personal	<ul style="list-style-type: none"> • Well-developed verbal and written communication skills • Excellent organisational skills • Ability to manage workloads, prioritise tasks and meet deadlines • Good collaborative team player • Ability to maintain appropriate confidentiality • Confident and effective when communicating with people over the phone or face to face. • Ability to work on own initiative • Willing to accept feedback and change working practices as a result. • Sympathetic to the ethos and objectives of the Church of England and the Diocese of Sheffield. 	

Last updated: May 2025