

STBONIFACE WHIPTON

AROUND THE TABLE WITH JESUS

Admin and Operations Co-ordinator

20 HOURS PER WEEK / £12,000 PER ANNUM
(NEGOTIABLE)

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The story so far

Back in 2021, a small 'church-grafting' team came from *Exeter Network Church* to serve and help rejuvenate the parish church in this diverse suburb of Exeter.

After a big renovation and relaunch, the small staff team is now looking for the right person to join them to help oversee, serve, and facilitate the mission of the Church as their ministries continue to grow and develop.

The right person will form a key part of the team and will need to fully embody the vision and values of the church.

The successful applicant would be expected to join with the wider aspects of church community life as part of their own discipleship, including worshipping as part of the church family on Sundays. They also would join in with our commitment to maintaining healthy patterns of work and rest.



Job description

Employer:	PCC of St. Boniface Whipton w. Holy Trinity Beacon Heath
Line Manager:	Rev. Carl Robinson, Priest in Charge
Employment Type:	Part-Time - 20 hours per week (negotiable)
Salary/Pay-Rate:	£12,000 per annum (negotiable)
Likely Hours:	9:00am-5:00pm, Monday-Tuesday, with a half day on Wednesday, though this is negotiable with the candidate at interview stage
Holiday:	4 calendar weeks plus bank holidays
Work Location:	Parish Office, St. Boniface Church, Brookway, Whipton, Exeter, EX1 3JG, and occasionally at our second building, Holy Trinity Church Centre

Key Responsibilities

Weekly:	<ul style="list-style-type: none">• To contribute to Staff Prayers & Team Meetings every Monday morning• To manage the Communications within weekly church life, including the weekly email, social media, flyers and promotions of upcoming events, and communication between team members• To help maintain and develop our church website as a vibrant source of information and access point for our community's life together• To facilitate some aspects of the <i>Community Hub</i> on weekdays, welcoming different groups into the space and ensuring they have what they need• To welcome people into the building and build relationships with local people who use the <i>Hub</i>• To manage Hall Bookings for both of our church buildings using ChurchSuite• To take responsibility for administration surrounding Sunday services, including rotas, checking volunteers are still available, and liaising between them and the Church Leaders• To manage the church landline and central email address, responding politely and appropriately to all enquiries
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<p>Monthly:</p>	<ul style="list-style-type: none"> • To support Church Leaders in longer-term planning, including strategy, rotas, and the overall rhythm for the church's year • To manage administration around our occasional offices, e.g. weddings, funerals, baptisms, and to manage enquiries • To organise and manage all official Church records and registers • To liaise with Exeter Diocese regarding Parish Returns and data • To support the Treasurer in day-to-day aspects of finance admin where appropriate • To oversee the maintenance of both church buildings, including liaising with contractors for repairs, regular gardening and safety-checks. • To work with the Safeguarding Officer to ensure that the parish complies with all safeguarding legislation and to be a parish identity checker for the DBS process
<p>Occasionally:</p>	<ul style="list-style-type: none"> • Outside of this role, there is potential for voluntary opportunities for the right candidate to develop ministry skills and serve the church in areas of their gifting • To participate in reflective practice identifying your own personal development needs and seeking out interventions to enable those needs to be met • To be able to reflect on the role itself as the church grows, and to be creative and adaptable as the role develops • Any other duties that the management may occasionally require



Person specification

Skills and Aptitudes	Essential	Desirable
Committed Christian, able to embody the vision and values of our church community.	✓	
Ability to actively participate in prayer and worship, whether individual, small-group or corporately, as an expression of their own personal faith.	✓	
Can-do, flexible and positive attitude to work	✓	
Good inter-personal skills and confidence to communicate with a wide range of people	✓	
Self-starter; ability to manage own time, problem-solve and prioritise tasks	✓	
Good digital skills	✓	
Experience of using Office 365	✓	
Experience of web design and overseeing social media presence for an organisation		✓
An interest in the creation of promotional materials using tools such as Adobe Creative Cloud		✓
Ability to hold a good balance between the detail and the 'big picture'	✓	
Positive approach towards teamwork and collaborative working.	✓	
Good organisational and administration skills	✓	
Ability to resolve issues and handle pressure with a positive outlook	✓	
Motivated by compassion towards people in need		✓
Holds a full UK driving licence and have own transport to move between the two sites.		✓

How to apply

You can apply by sending a completed [application form](#) to carl@whipton.church or mailing a hard copy to The Vicarage, 9 Summer Lane, Whipton, Exeter. EX4 8BY.

For more information or for an informal chat email carl@whipton.church.

Closing date for applications is 23/08/2024.

Safeguarding

As a Diocese, we are committed to safeguarding, safer recruiting practice, and promoting the welfare of children, young people and vulnerable adults, and we expect all clergy, staff and volunteers to share this commitment.

You will be required to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocesan allegations management procedure will be followed, alongside implementation of the disciplinary procedure as required.