



Jesus said: "I have come that they may have life..."

life in all its fullness
John 10:10

St John's Stoke Employment Team
Tel: 01483 574562
Email: employment@stjohnstoke.com

JOB DESCRIPTION

Job Title	Hours	Salary
Office Manager	15 hrs per week Mon, Thurs, Fri	£11.85 per hour

Job Purpose

To oversee, enable and provide reliable and effective administration for the mission and ministry of the church, clergy and ministry areas

Accountability

Line Manager - Operations Manager
PCC – the church council and Trustees

Responsible for

Administrator
Church and Centre Manager
Cleaners

Relationships

A member of the St John's Staff Team
Church Family Members
Church and Centre Hirers
Contractors
AV Team
Finance Team
Local Church Teams

RESPONSIBILITIES

Team Membership

- As a member of the staff team, to look after and encourage one another
- Attend staff team prayers
- Participate in and contribute to staff team meetings with feedback and planning

Communication

- To be a welcoming and helpful first contact for all visitors to the church and centre
- Create, circulate and maintain databases in compliance with GDPR
- Design and produce posters and online publicity for church events, initiatives and mission
- Manage effective postal, email and telephone communications which reflect the visions and values of St John's church
- Monitor, update and help develop the church website
- Write and circulate the weekly newsletter
- Ensure all internal and external signage is relevant and up to date

Line Management

Act as Line Manager to

- Administrative Assistant
- Church and Centre Manager
- Cleaners

Church and Centre Management

- Support the church and centre manager with enquiries, bookings and invoicing
- Arrange for and oversee servicing and repairs of equipment and utilities
- Manage equipment contracts
- Monitor, order and receive:
 - Office supplies
 - Equipment and Resources for Ministry Areas
 - Cleaning Materials
 - Refreshments
 - Church Service Supplies

Administration

- Ensure effective administrative systems, procedures and records are maintained and understood by users
- Working with clergy, manage the correspondence, resources and records associated with baptisms, weddings and funerals
- Provide administrative support for clergy and church leaders
- Provide administrative support for and manage booklets for occasional offices and service
- Working with others prepare and submit the Annual Return (Statistics for Mission) for the Diocese and APCM

Weekly Services

- Create and manage church service rotas for clergy and church service volunteers
- Use Easy Worship and PowerPoint to provide service media
- Use Publisher and Word to create orders of service and service sheets for church services

Financial

- Act as a budget holder for the administration budget
- Support the church Treasurer and Bookkeeper
- Record cash and cheque receipts, prepare and pay into the bank
- Record all purchases made with CAF Bank Card
- Monitor online credit and debit payments
- Authorise bank transactions
- Oversee regular payments and reporting as necessary for various services, especially with regard to website related subscriptions, copyright licensing, GDPR registration and others as advised.

IT

- Provide IT support for users including:
 - Management of email accounts
 - As required update software packages
 - Maintenance of antivirus and security software
 - Oversight of YouTube streaming and set up
 - Liaise with AV Team regarding ICT needs
- Manage and administrate ChurchSuite

Health and Safety

- Write, manage and review the risk assessment for the Church Office and Users

Training and Professional Development

- To undertake further training and courses for professional development.

Person Specification

Qualifications and Experience	<ul style="list-style-type: none">● Administrative systems● Office management● Line management● Volunteering and or working with volunteers● Website and social media management● Financial processes
Knowledge	<ul style="list-style-type: none">● Excellent written and spoken English● GDPR and other relevant legislation● Software systems including Microsoft Office including Word, Excel, PowerPoint, Publisher, ChurchSuite, Easy Worship● Health and Safety
Skills	<ul style="list-style-type: none">● Effective communication skills● Ability to multitask, prioritise and manage deadlines particularly when they need to change● Design● Able to deal with difficult situations calmly and effectively● Able to work proactively on own initiative and to work collaboratively and effectively as a member of a team
Behaviours	<ul style="list-style-type: none">● As a representative of SJS demonstrate our vision and values in all communications● Be able to relate sensitively and appropriately with a wide range of people demonstrating equality and inclusivity● Able to respond appropriately to interruptions and unexpected events● Able to maintain complete confidentiality and discretion
Personal	<ul style="list-style-type: none">● Excited about having a role in the life of SJS● Passionate and committed to the vision and mission of SJS● Self-motivated with a strong work ethic

To complete an application form please click here [Office Manager application form.docx](#)

Download the form and complete by typing in the boxes.