



# **ST JOHN THE BAPTIST CHURCH**

LEICESTER



## **ADMIN & COMMS MANAGER**

Growing Disciples. Building a Network. Changing a City.

# ADMIN & COMMS MANAGER



## WHO ARE WE?

St John's is on an exciting journey. We are believing that God is calling us play our part in creating a Kingdom minded missional network that will bring life across the Diocese, this will involve planting new churches, regenerating churches and working with existing church relationships.

We summarise our vision as

**Growing Disciples. | Building a Network. | Changing a City.**

This new role of Admin & Comms Manager is key to helping communicate our vision and help it become a reality. Although this role is initially fixed-term for two years, it is our hope and anticipation that this role will become permanent. This role is aimed at furthering existing and developing new systems of operation that enable both staff and volunteers to fulfil their own roles and ministry.

This will be done by bringing initiative, creativity and integrity to the area of administration & communications and the church's interaction with the wider community. As with all our staff roles, part of this role will be aimed at releasing & overseeing volunteers in this area.



<b>Employment type</b>	Fixed-Term 2 yrs (possibility of becoming permanent) 24 hours per week <i>Possible working pattern to be discussed at interview</i>
<b>Line Manager</b>	Director of Operations
<b>Salary</b>	£15,600
<b>Pension</b>	5% Employer Contribution 3% Employee Contribution
<b>For an informal conversation or any queries</b>	<b>James Banks</b> Director of Operations <a href="mailto:jbanks@sjbchurch.co.uk">jbanks@sjbchurch.co.uk</a> 0116 270 7305
<b>Closing date for applications</b>	Midnight on 27th July 2024

# ADMIN & COMMS MANAGER

## JOB DESCRIPTION

The job role is split into a number of key areas as detailed below.

### Communications

- Oversee and manage all internal & external communications of the church – including social media, website, printed media, weekly emails etc.
- Develop a strategy for communications, including communicating the church's vision
- Develop a communications team
- Maintain the church CRM system – currently ChurchSuite
- Manage the church calendar

### Sundays & Events

- Co-ordination of Sunday Service Teams & Rotas
- Manage events logistics such as Alpha, Newcomers & one-off events, including arranging hospitality & catering
- Manage the logistics for Weddings, Baptisms & Funerals

### Building & Room Bookings

- Maintain a safe, clean & welcoming environment in our building – including arranging contractors & keeping maintenance logs up to date.
- Oversee volunteers assisting with the up-keep, cleaning & maintenance of building
- Oversee external rooms bookings

### Ministry Support

- Support ministry areas with administrative support such as rotas & resources
- Oversee the administration of safeguarding & safer recruitment process
- Oversee administration of the welcome & newcomers process alongside Director of Operations & Church Leader
- Give support to ministry leaders where required

### General Administrative Support

- Be the first point of contact for visitors to the church including face-to-face, phone & email.
- Ensure stock levels of office, cleaning, hospitality & other supplies are maintained
- Oversee finance administration (payments, banking, sales & purchase invoices), including any volunteers involved
- Other general administrative tasks associated with running the office
- Develop systems & processes of administration to increase efficiency within church life



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## JOB DESCRIPTION CONTINUED

### Staff Team

These things are added to all staff job descriptions.

- Play an active part in the wider staff team including attending Staff Prayers, morning devotions, team away days and yearly conferences (such as New Wine Leaders).
- Be an effective internal and external ambassador for St Johns, promoting & adhering to the vision and values of St Johns and positive reputation through active partnership with other relevant stakeholders.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking safeguarding training and ensuring any incident is reported immediately.
- Support your manager in identifying, assessing and managing potential risks involved in work activities and processes.
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.
- Record and use information in accordance with St John's procedures and legal requirements i.e. Data Protection.
- Comply with health and safety requirements.
- Perform any other tasks that may arise from time to time which are appropriate to this level of post.

## SKILLS AND EXPERIENCE (E-ESSENTIAL | D-DESIRABLE)

- Excellent people skills (E)
- Experience in managing communications for an organisation (E)
- Experience in developing a communications strategy for church or Christian organisation (D)
- Highly confident in the use of technology (E)
- Able to interact sensitively with a diverse range of individuals (E)
- Operate with integrity and trustworthiness (E)
- Excellent administrative skills (E)
- Proven organisational ability (E)
- Self-motivated to work consistently to high standards (E)
- Able to work independently, proactively and willing to take responsibility (E)
- Able to work effectively as part of a wider team of paid staff and volunteers (E)
- Willing to be flexible (E)
- Effective written and oral communication skills (E)
- Experience of Using Cloud Platforms such as Office 365 (E)
- Experience using ChurchSuite (D)
- Willing and able to learn additional programmes to fulfil role (E)
- Confidence in maintaining and developing Websites (E)
- Willingness to attend professional development and training courses (E)
- Experience overseeing & managing volunteers (D)
- Previous administration experience (D)
- Awareness of Safeguarding issues (D)
- Experience in finance administration (D)



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## PERSON SPECIFICATION

The successful candidate will be a leader with the spiritual gift of administration who has a passion to see the church thrive and see people released into all God has called them to. They will have a strong background and experience in communications, be highly organised and have a strong ability to leverage technology in maximising efficiency.

### Qualities of Character:

- Servant-hearted – motivated to join the team by a desire to serve the church family and emerging network of small groups and churches.
- Demonstrates appropriate humility of heart and mind.
- Walks closely with Jesus in their personal and family life and are motivated by love for those they serve/lead. Well-developed personal spiritual practices to foster continued formation and growth and maintain wellbeing and spiritual health of self and family including the incorporation of appropriate personal and professional boundaries.
- Self-aware – aware of their God-given identity and call.
- Hungry for the things of the Spirit – a strong personal sense of the Spirit's call and leading and hungry to see more of the life of the Spirit manifest in his/her personal life and our corporate life as a church.
- Accountable – proactive in seeking appropriate personal accountability in matters of personal integrity and spiritual growth.
- Prayerful – demonstrates a rich prayer life and reflective practices.

In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian, and we would expect our Admin & Comms Manager to adhere to our values as a church, to become an active member of St John's Church. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant is expected to share this commitment. Appointment is dependent upon a satisfactory Enhanced DBS check (with barring) and references.

Applicants must have the right to work in the UK

To apply for this role use the application form here:

<https://stjohnthebaptist.churchsuite.com/forms/vhhns1j9>

For any queries related to your application or to arrange an informal conversation about the role, please contact:

James Banks – Director of Operations  
jbanks@sjbchurch.co.uk | 0116 2707305

Closing Date: Midnight on 27th July 2024

Interviews are provisionally scheduled for: 19th August 2024

