

## JOB DESCRIPTION

Church Manager – 32 hours per week. Salary £27,500

### What we're looking for:

Someone with strong project and people management skills who has the ability to deputise for the pastors in matters concerning the practical coordination and administration of the church, and who can effectively coordinate the activities of a range of staff and volunteers to ensure its smooth running.

**The role would suit someone who is:** generous, responsive, efficient and organised, with strong people skills and good attention to detail.

### The role:

- Co-ordinating projects across the church family; project planning, progress monitoring and reporting
- Central church diary management
- Assisting the pastors with service planning and updating Klemi, and with volunteer recruitment for rotas
- Liaising with rota heads and volunteer leaders, and providing oversight and support as required in the execution of their responsibilities
- Providing operational HR support to the ministers, Treasurer, payroll manager and Trustees and ensuring compliance with HMRC requirements
- Providing administrative support to the Treasurer and bookkeeper and assisting with financial administration including bookkeeping, budget preparation and analysis, and cash flow control
- Liaising with the Media Trustee and providing practical support as required
- Liaising with the Safeguarding Officer and ensuring he or she has the necessary resources to fulfill Grace Church's obligations
- Attending internal meetings with Trustees, and Ministry Team.
- Acting as Secretary to the Board of Trustees
- Building and maintaining relationships with the church family, other stakeholders and the wider community in Greenwich
- Liaising with landlords on room bookings
- Processing key venue invoices and contracts
- Overseeing the Ministry Trainees in preparing and assisting with internal and external communications and with collation, production and delivery of weekly service materials
- Contacting visitors who contact Grace Church, answering questions about Christianity, and sharing the gospel with them when appropriate.

**Skills, experience and approach needed:**

- An undergraduate degree
- At least 5 years' prior experience in project management/office management/administrative work or other relevant professional experience
- Excellent organisation and multi-tasking skills and the ability to prioritise conflicting demands effectively, to work well under pressure and to handle stress
- Enjoyment in building strong working relationships
- Pragmatic approach to problem-solving
- Strong computer skills; confident at using a range of communication media (word processing, presentations, spreadsheets, online messaging platforms, videoconference platforms, video editing, sound engineering etc)
- The ability to interpret basic financial data and produce relevant reports.
- The discretion to maintain strict confidentiality around sensitive information.

The closing date for applications is Friday 20<sup>th</sup> May 2022.

To apply, please send a CV and a covering letter to [jono.pick@greenwich.church](mailto:jono.pick@greenwich.church).