

St Mary's Church, Walkley



The Church on the Road:
Inclusive, Eucharistic, a safe place to be with God

Parish Administrator application pack

Information on St Mary's

St Mary's is the parish church of Walkley, an area in the north-west of Sheffield (accessible from the city centre by route 95 buses.) The church, with adjoining church hall, is situated on Howard Road and the cemetery is a short distance away in the Rivelin valley. The church, hall and cemetery provide significant assets to the community and give long term stability in periods of change. The church has a link to its school, St Mary's CE Academy, and maintains an active interest in the life of the school.

St Mary's is in partnership with St Mark's Broomhill and St John's Ranmoor in a Mission Area. Since the retirement of the incumbent in 2020 the work of St Mary's continues, in large part by the input of the laity, with over-sight ministry from Revd Sue Hammersley, vicar of St Mark's and Revd Canon Dr Matthew Rhodes, from St John's.

Our most recent electoral roll had 66 members. Although not numerically large, St Mary's enables people to grow in faith and make a contribution to the work of the wider church, for example, in the last 15 years, five members of the congregation have been licensed as Readers. St Mary's is a well-run and financially solvent, though not affluent, church with an on-going plan of refurbishment.

The spirit of St Mary's is well summed up in our Mission Statement: "The Church on the Road. Inclusive, eucharistic, a safe place to be with God". This reflects our sense of pilgrimage through life; our being on a journey with each other. Our mission is to be a place where all may find spiritual rejuvenation, through prayer, learning and fellowship, in a safe space.

Background and overview of role

The role of Parish Administrator is to support the volunteer trustees in running the life and work of St Mary's Church, Walkley. This is in the context of having moved from a full-time stipendiary parish priest to shared oversight ministry provision. There will be flexibility for the role to develop as the appointee gets settled and these new ways of working are established.

Key Relationships

The appointee will be an essential member of the church team. Key relationships will be with:

- Standing Committee
- Priest in Charge & Associate Priest in Charge
- PCC subcommittees

Main Duties and Responsibilities

To give administrative support to the Standing Committee, PCC and PCC sub committees.

Worship

- Administration of worship materials including but not limited to: printing orders of service and collate rota availability
- Assistance with the administration of Baptisms, Weddings and Funerals

Communications

- Upload of material to the website and social media in collaboration with the communications team
- Assist with the production of posters and other printed communications for all aspects of church work
- Collate the regular newsletters from the church in both print and email form
- Assist with the regular updating of the notice boards
- Alongside others, be the first point of contact to assist with questions and direct inquiries effectively and promptly
- Develop relationships within the Mission area admin teams, to assist with communication of events and activities

Church and Hall bookings

- Gradually take a lead role in the administration of hall and room bookings, supported and overseen by the volunteer hall committee. This includes, but isn't limited to, responding to enquiries, administration of booking paperwork and invoices, regular check of first aid supplies, flagging to hall committee reports of incidents or accidents and providing occasional access for contractors
- Support the Standing committee in the administration of church bookings
- As part of a team track and update church and hall calendars

Fundraising and events

- Administrative support of non-worship events as needed.

Person specification

Criteria		Essential	Desirable
Qualifications and experience			
1	GCSE Maths and English at Grade C or above (or equivalent experience)	x	
2	Experience of working within volunteer organisations or as a volunteer and of communicating with a diverse range of people	x	
3	Experience of working in an administrative context	x	
4	Understanding of the culture of the Church of England		x
5	Experience of finance systems and accounting software		x
Skills			
6	Confident IT skills including a good working knowledge of Microsoft Office	x	
7	Familiarity with Google Workspace (previously known as G suite)		x
8	Organisational and time management skills, working to deadlines	x	
9	Good interpersonal and communication skills	x	
10	Good publicity skills including producing print media and uploading content to the website and social media		x
Attributes			
11	Ability to deal with sensitive and confidential information in line with the GDPR and relevant Church policies	x	
12	The ability to show initiative, prioritising own workload, and work with minimal supervision, either remotely or on site, as well as working collaboratively as part of a team	x	
13	Sympathy with the ethos of St Mary's Walkley	x	
14	The ability to learn new IT and skills and systems as the role develops, undertaking training as appropriate	x	
15	Appreciation of the varying competencies with volunteer teams and willingness to support appropriately		x

Terms of service

Hours: Part-time, 10 hours per week (negotiable working pattern) initially on an 18-month term, with a view to extend as funding allows.

Salary: £11.50 per hour, rising to £12 in April 2024

Pension scheme: There is no employment-related pension provision associated with this post. However, the PCC is obliged by law to provide you with access to a Stakeholder Pension Scheme should you request it.

Location: Home/remote working, with an agreed minimum of hours based in the church building

Reports to: A designated member of the Standing Committee

Notice period: During the probationary period your employment may be terminated by two weeks' written notice on either side or pay in lieu of notice by the employer. Once the appointment is confirmed the notice period will be extended to one month on either side.

Probationary period: Three months. During the first month the postholder will be required to complete relevant safeguarding training, Basic Awareness and Foundation.

This appointment will be subject to satisfactory:

- References
- Basic Disclosure and Barring Service (DBS) clearance
- Eligibility to work in the UK

Application and interview

Please complete the application form and equal opportunities form and return to:

Recruitment@stmaryswalkley.co.uk

You may also include a current CV if you wish, but a CV alone will not be considered sufficient.

Closing date for applications is 9am on Thursday 30th November 2023.

Interviews to take place on Tuesday 5th and Wednesday 6th December in St Mary's Church, with the successful applicant to start as soon as possible thereafter.

Safeguarding and other policies

St Mary's statement on safeguarding, our safeguarding, safer recruitment and recruitment of ex-offenders policies may be found here:

<http://stmaryswalkley.co.uk/safeguarding/>

Our privacy policy may be found here:

<http://stmaryswalkley.co.uk/privacy/>