



## **Myton Church Administrator & Westbury Centre Manager**

Myton Church are looking to recruit a person to come and join their staff team as the church administrator and manager of the Westbury community centre.

The role and person specifications are set out below.

For further information on the church please visit our website at [www.mytonchurch.org.uk](http://www.mytonchurch.org.uk)

For further information and to receive the application form please e-mail [ed.mcmillen@mytonchurch.org.uk](mailto:ed.mcmillen@mytonchurch.org.uk).

Only applications on the application form provided will be accepted

The closing date for applications: **12 noon on Tuesday 14<sup>th</sup> September 2021,**

Interviews to follow by arrangement.

### **Job description**

<b>Job title:</b>	Myton Church Administrator & Westbury Centre Manager
<b>Location:</b>	Jubilee House, Westlea Road, CV31 3JE
<b>Hours of work:</b>	Minimum of 16 hours per week, with some flexibility over when these hours are worked.  The minimum hours are to cover the core responsibilities laid out. Consideration will be given to expanding the hours and the remit of the role in discussion with a potential candidate who might wish to explore this.
<b>Salary:</b>	23k full time equivalent
<b>Reporting to:</b>	Ed McMillen (Full time elder)

<b>Job purpose</b>
To ensure the efficient running of the operations of the church, including the running of the Westbury Community centre
<b>Nature and Scope</b>
<p>The nature of the work demands a high level of trust and confidentiality. There is some flexibility within the role as to when hours are worked, but with availability to deal with needs as they arise. Occasional weekend working will be required.</p> <p>The role is a first point of contact and ongoing contact with Myton Church members, users of the Westbury Centre and community and other external contacts with the church. As part of this it involves</p> <ul style="list-style-type: none"> <li>• Introducing the ministry of the church and providing initial pastoral support to those new to the services we provide in the community.</li> <li>• Seeking opportunities to share the message of the Christian faith with those with whom Myton Church engages.</li> <li>• Generally work in a way to advance the vision of Myton Church.</li> </ul> <p>Therefore it is an occupational requirement that this role is filled by a committed evangelical Christian.</p> <p>Training will be given where required in order for the person to fulfil these duties.</p>
<b>Main administration and centre management duties</b>
<p><b>1. Church administration</b></p> <p>1.1 General administrative work – such as but not limited to</p> <p>1.1.1 Dealing appropriately with Church correspondence and communications: mail, email, telephone calls, etc.</p> <p>1.1.2 Copying of material for distribution, arranging production of literature/leaflets, ordering of materials, etc.</p> <p>1.1.3 Ensuring sufficient insurance policies are in place for the church</p> <p>1.1.4 Negotiating and renewing maintenance and utilities contracts.</p> <p>1.1.5 Ensuring sufficient supplies for church ministries where required</p> <p>1.1.6 Ensuring appropriate documentation of procedures and policies are maintained.</p> <p>1.2 To manage Jubilee House, such as but not limited to keeping equipment in good order, organising for it to be cleaned and ensuring general tidiness, dealing with various health and safety requirements, managing room bookings, maintaining stocks as required, maintaining key holder register.</p> <p>1.3 To manage Church computer system and associated databases.</p> <p>1.4 To manage and maintain Church website, uploading new material, ensuring accuracy and consistency.</p> <p>1.5 To deal with statutory documents.</p>

- 1.6 To ensure all Church policies and procedures are compliant with legislative requirements e.g. Music licences, GDPR, Safeguarding Policy, Health & Safety Policy, Risk assessments.
- 1.7 To oversee operational aspects of Sunday morning services, liaising with and supporting those leaders responsible for various rotas.
- 1.8 To be the point of connection with Myton School for all operational aspects.

**2. Westbury Centre management**

- 2.1 Supervising the Westbury Centre caretaker/cleaner to ensure building is opened and closed for user groups, maintained and cleaned as required. and hours planned and reported.
- 2.2 Liaison with user groups (both church and external)
  - 2.2.1 Bookings.
  - 2.2.2 Invoicing (including Young People First for shared utilities).
  - 2.2.3 Communication, ensuring legal compliance.
- 2.3 Ensuring Building compliance – including but not limited to
  - 2.3.1 Ensuring all policies are in place and renewed and reviewed.
  - 2.3.2 Servicing equipment (boiler, alarm, electrics).
  - 2.3.3 Monthly water temperature checks.
- 2.4 Building operations
  - 2.4.1 Ensuring consumable supplies are maintained.
  - 2.4.2 Managing utility contracts.
  - 2.4.3 Arranging building checks, maintenance and dealing with any incident reporting.

- 3. As time allows, to carry out other tasks as required by their line manager that support the running of church operations and the Westbury centre.

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	5 GCSEs or equivalent (including English and Maths)  Or  at least 2 years' experience in a similar role	
<b>Experience</b>	Experience of serving in a church role (not necessarily paid)	Experience in an administrative role  Supervision of others  Premises management

<b>Knowledge</b>	Understanding of how churches operate	
<b>Skills</b>	<p>Excellent interpersonal and communication skills (written and oral)</p> <p>A team player with the ability to work with others, including volunteers</p> <p>Attention to detail</p> <p>General office and clerical skills</p> <p>Excellent IT skills</p> <p>Ability to plan work autonomously</p> <p>Ability to learn how to use new technology platforms</p> <p>Ability to apply rules regarding policies and procedures</p>	
<b>Personal attributes</b>	<p>Able to demonstrate Christian character</p> <p>Ability to deal with matters confidentially, sensitively.</p> <p>Motivated to deliver a high quality output</p> <p>Ability to take direction and carefully follow instructions</p> <p>Ability to make decisions and take initiative when required.</p> <p>Appetite to develop and adapt new methods of working when required</p> <p>Prepared to adapt duties where required</p>	
<b>Other requirements</b>	Agreement with Myton Church Statement of Faith	Driving Licence

*Applicants are required to demonstrate how they meet the requirements. We reserve the right to shortlist only candidates who appear from their application to best fit the requirements.*