

St Mary's STOKE NEWINGTON

A Beacon of Belonging

Administrator & Venue Manager (part time)

Job Description & Person Specification

We are looking for someone who understands and is enthusiastic about the vision of St Mary's, as expressed through the worshipping community and through the many activities within which the church is engaged.

This job is for 16 hours a week with some flexibility as to when the hours are worked. The post holder will be expected to work from the St Mary's Centre for at least the equivalent of one day a week.

The salary is £27,144 (pro rata)

The post holder will be accountable to the Rector.

Tasks and Responsibilities

1. Communication and Administration:

- * Produce the quarterly e-newsletter for the church
- * Send regular communication to church members (as requested by clergy)
- * ensure Church databases are kept up to date
- * ensure Church and Centre websites are kept up to date
- * Manage Church social media presence and generate content
- * Deliver hard copy publicity: poster, banners, fliers, as required
- * support clergy & wardens in completion of Diocesan administration as required.

2. Finance:

- * Raise and track invoices
- * Upload online banking information to accounting software
- * Reconciliation at month end (with St Mary's Treasurer)
- * Manage and record monthly cash and cheque deposits

- * Manage timely payment and uploading of incoming invoices
- * Manage and record petty cash
- * Manage the use of online giving devices
- * Negotiate utility contracts
- * some invoicing of clients

Specific skills required:

- * Comfortable using excel
- * Able to do online banking
- * competent with basic accounting software (training will be provided)

3. Venue Management:

- * oversee and manage events at Centre from time to time
- * be a welcoming presence in the office
- * respond to maintenance issues in the Centre as necessary.

Person Specification:

- * A 'people person' - committed to inclusivity and diversity, who is welcoming and accommodating to the broad spectrum of people who visit the Church and Centre.
- * someone who is flexible and collaborative in the way they work; who enjoys being part of a team (in particular, working in partnership with the other Administrator) as well as working independently. To note: this post requires some flexibility in terms of presence in the Centre.
- * shows attention to detail.
- * Enjoys and is confident in working creatively with IT and social media.
- * someone who is respectful of the Christian faith, sensitive to its ethos and mission and willing to learn the structure and language of church affairs.

November 2023