

St Dionis Church, Parsons Green Administrative Operator (AO)



Overview

Working closely with the Director of Operations, the Administrative Operator will oversee all the administrative activities that facilitate the smooth running of the Church and Church Office.

A key objective for the Administrative Operator will be to free up the Director of Operations and clergy as much as possible from day-to-day administration so that they can focus on developing oversight of a growing multi-ministry church.

Main duties and responsibilities include but may not be restricted to the following

- Manage the church database (ChurchSuite: integration/flows/rotas/Life Group information/Sunday service bookings) and ensure administrative oversight (registers, certificates etc) of baptism, weddings and funerals.
- Manage church Sunday logistics such as reporting Sunday numbers and monitoring people 'flows', update welcome team rotas and process Sunday collections.
- Process miscellaneous financial tasks: midweek collections (Alpha etc), money to Metro bank, upload invoices/bills to Xero, process expenses for all staff on Xero, manage phone accounts and bills for the Vicarage.
- Coordinate the organisation and logistics of church events (alongside Director of Operations, clergy and ministry leads): for example Harvest, Advent and Christmas, Weekend Away, Core leaders/staff retreats, Parsons Green Fair, Socials, Special Services (Holy Week, Community Carol Services etc.) and other ad hoc events (including dates, timetables, catering, resources, promotion/comms and volunteer co-ordination).
- Work with the Ordinand/Curate on managing and responding to social media accounts, website and front facing websites such as Fusion/Find a Church/A Church Near You.
- Co-ordinate annual reports and Electoral Roll for APCM.
- Ensure a tidy, organised and inviting environment is maintained in the office, alongside the Front of House Manager/Verger/cleaner.
- Manage miscellaneous office stationery, photocopier management and Microsoft Office 365.
- Attend all staff meetings that pertain to the role.

Personal characteristics required

- Extremely well-organised and a reliable self-starter. Able to function well in a team as well as work on their own and unsupervised, completing routine and ad hoc tasks with efficiency.
- High levels of EQ; completely trustworthy in handling sensitive and confidential information.
- A willing heart. Prepared to 'go the extra mile' and able to appreciate the values and ethos of a Christian charitable organisation, primarily engaged with volunteers.
- Able to work happily within the authority structures of the Church of England, and under direct instruction from the Senior Leadership Team at St Dionis.

The Office
020 7731 1900
admin@stdionis.org.uk
Registered Charity: 1132734

St Dionis Church
18A, Parsons Green
London. SW6 4UH
www.stdionis.org.uk



Relevant Skills

- Excellent administrative competence in a range of tasks, with a proven drive for efficiency.
- Extremely good time management: able to prioritise different tasks and work productively to deadlines.
- Outstanding communication skills, especially in terms of accuracy, both written and verbal.
- Highly competent in Microsoft Office – (Word, Excel, PowerPoint & Outlook) with the confidence to use a web-based content management system (training provided if needed).
- Experience in using ChurchSuite would be an advantage.
- Experience with accounting software (eg Xero) and/or design (eg canva) would be an advantage.

Previous work experience

- Experience in the implementation of day-to-day programmes and processes in a church, charitable organisation or corporate organisation is essential.
- Experience in project and/or event management is essential.
- Financial knowledge and a good grasp of accounting principles would be an advantage.

Working arrangements

- Working hours: 37.5 hours per week, allowing for a degree of flexibility in the weekly/monthly working pattern. Some weekend and evening work may be required on specific occasions.
- Contract initially on a temporary basis.
- Holiday: 30 days pa.
- Salary: £25 - 27K pa dependent on experience and qualifications.
- Reporting: The Administrative Operator will be employed by the Parochial Church Council and will report directly to the Director of Operations.
- Office Location: The Church Office, 18a, Parsons Green, SW6 4UH.

Equal Opportunities

St Dionis is an equal opportunities employer and will seek to ensure that every applicant for a job, and every employee, shall be given equal opportunity whatever his or her personal status, except in a matter of:

- religious belief, in any case where the Christian base of the work is declared and is seen clearly to require membership of or links with the Church, or sympathy with the aims of the Church; and
- offending background, in any case where the criminal record history relates to the requirements of the post.

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