

Christ Church United Reformed Church

15 Bellingham Green, London, SE6 3HQ



Job Description

Post:	Administrator - Christ Church Community Hub & Bellingham Linking Lives
Based at:	Christ Church United Reformed Church, Bellingham Green, SE6 3HQ
Employed by:	Christ Church United Reformed Church
Responsible To:	Minister of Christ Church and Chair of Bellingham Linking Lives Steering Group (currently both posts held by the same person)
Hours of Work:	16 hours per week. This may include occasional evening and weekend work, to be notified in advance.
Duration:	3 years, funded by Southern Synod Strategic Mission Fund
Probation period:	3 months
Remuneration:	£16,452 for 16 hours per week (equivalent to £36,000 full time)
Expected Start Date:	1st January 2025

Summary of the role

Establish and maintain effective administrative, financial and facilities management systems for the smooth running of the Christ Church Community Hub and its user groups.

Be responsible for the efficient functioning of administrative systems in Bellingham Linking Lives ensuring that scheme members and volunteers are well supported and equipped.

Provide administrative support for specific events hosted at Christ Church, Bellingham Green where the purpose is to build community cohesion and overcome isolation.

Provide administrative support for the Minister of Christ Church United Reformed Church, Bellingham in their role with Christ Church.

The postholder will require DBS clearance at an enhanced level due to their trusted interaction with volunteer visitors, link friends, and members of the groups hosted at Christ Church.

Main Tasks

Christ Church Community Hub

1. Liaise with regular user group leaders and occasional rentals to ensure that all activities are carried out with due regard to safeguarding, health and safety, and other relevant policies.
2. Manage the facilities at Christ Church within boundaries agreed with the Minister and Elders, including ordering supplies, maintaining office equipment, arranging for known contractors to carry out routine repairs to the building, and contracting vendors, to include collating vetting details.
3. Maintain financial and audit records, including invoice processing, payments, and data entry.
4. Assist with creating, maintaining and formatting budgets accurately, tracking income and expenditure.
5. Process GDPR requirements and compliance documentation for the hub, including raising DBS requests.
6. Be the initial contact point for enquiries to the building, referring these to other people as appropriate.
7. Assist with any ongoing evaluation strategies and projects.
8. Provide administrative support to the Minister in relation to their lead role with the Christ Church community hub.
9. Take the minutes for Church and Elders meetings, and additional meetings as agreed with the Minister.

Bellingham Linking Lives

Sharing responsibilities with the Coordinator and Steering Group as agreed, to:

1. Ensure the safe and thorough assessment and allocation of scheme members with suitable volunteers.
2. Ensure that volunteers receive the necessary support and supervision to flourish within their roles, including volunteer training.
3. Contribute to fundraising activities, through collecting data and establishing information systems for grant applications and other methods.
4. Implement and maintain the safeguarding aspects of the scheme in liaison with the church/organisation's safeguarding officer and policy.
5. Ensure that policies and procedures are adhered to consistently by all staff and volunteers.

Working with the Coordinator as agreed by the Steering Group, on:

6. Promoting and managing regular social activities hosted at Christ Church United Reformed Church in conjunction with local agencies for the purpose of building up community engagement and overcoming isolation. Current activities include being a co-coordinator for the Friday Drop-In.
7. Assisting, as appropriate, local community groups which have traditionally used the Christ Church building including, but not limited to, the Monday Lunch Club for older people and the Young at Heart social/craft group on Thursday afternoons.

Person Specification: Essential characteristics

Administrative experience

Evidence of at least two years in a significant administrative role in a reasonably pressurised environment is essential. The role involves maintaining office systems and staying ahead of routine tasks as well as responding to unexpected occurrences such as building fabric emergencies. An organised, efficient and self-motivated attitude is essential.

Proven ability to respect confidentiality

The role involves maintaining systems for volunteer recruitment and support, supporting the credibility of the organisation with local partners and statutory agencies, and contributing to reports. An understanding of data protection requirements in record keeping is essential.

Computer literacy

Various records will need to be maintained on spreadsheets, and documents/publicity kept up to date and circulated as part of the day to day running of the Hub and Bellingham Linking Lives. It will therefore be necessary for the Administrator to be able to use Word, Excel, and Outlook at intermediate level. Maths and English to GCSE level 4/Grade C or equivalent are required.

Event Administration

Proven ability to manage regular events will be necessary, as the postholder will be expected to co-ordinate the Friday Drop-In and similar events.

Mature interpersonal skills & commitment to equality and diversity

The role requires a commitment to working as part of a dispersed team of varied individuals, in a context which is diverse in terms of age, socio-economic conditions, and ethnicity. The postholder may find themselves to be the most experienced administrator in a network of part-time staff and volunteers, and therefore should have the competence and self-awareness to support the team, using their initiative within agreed boundaries.

Excellent communication skills

Being the occasional 'public face' of the Community Hub and Bellingham Linking Lives requires a confident communicator who can exercise a level of diplomacy and sensitivity.

Sympathy with the ethos of Christ Church

While it is not essential that the postholder is a Christian they will need a willingness to understand the motivations of people of faith, particularly given the voluntary nature of many of the roles carried out at Christ Church. A successful postholder will have the ability to complete the tasks for which they are responsible while exercising flexibility when working with others.

Employee benefits

This is a new post, and will be the first time that Christ Church has had someone on the payroll. Currently we pay any people who work for us on a sessional or consultancy basis.

Payroll and pension will be organised through the organisation Stewardship which is experienced in providing these services for churches and charities: <https://www.stewardship.org.uk/>

Annual leave: 12.6 days per year, pro-rata for the 16 hours per week

Pension: Statutory employers contribution to a NEST (National Employment Savings Trust) pension set up through Stewardship.

Flexible working: There is scope for the postholder to discuss a pattern of working which works for both them and Christ Church. It is expected that the main place of work would be Christ Church. Occasional working from home may be a possibility once the postholder has settled into the role.

Staff development: Christ Church are open to supporting the postholder to grow in their role and develop their skills. Training opportunities are often available through the voluntary sector in the borough of Lewisham and also the wider United Reformed Church. Reasonable provision will be made for work-time training where this is relevant to the Administrator's role.

29.10.24