

**The Diocese of Blackburn  
&  
St James' Church Lower Darwen,  
St James' Church Over Darwen &  
St Paul's Hoddleston**

**Parish & M:Power  
Administrator**

**Recruitment Pack**

## Welcome!

Thank you for taking an interest in this key role based in a vibrant group of local churches on the eastern side of Darwen. We hope you will find the information in this pack useful and inspiring as you consider whether to join our team.

Our new administrator will join the combined parish and project team at a time of exciting change. We are in a season of unlocking after the pandemic, with new ministries being explored and activities that have been on hold for many months restarting as the restrictions ease. This is true in all three parishes and also in the M:Power project, which is a nationally funded project to plant new congregations and equip leaders from our urban communities.

We are praying for a new colleague to join our friendly team as we face the future with hope-filled faith in all that Jesus is doing in our midst. If you think that might be you and you would welcome an informal conversation with someone then please contact either of us by e-mail at the address below.

**Revd Rebecca Roberts**  
**Vicar Designate**  
[revrebecca@hotmail.com](mailto:revrebecca@hotmail.com)

**Revd Nick McKee**  
**Chair of the M:Power Board**  
[nick.mckee@blackburn.anglican.org](mailto:nick.mckee@blackburn.anglican.org)

## **1. Job Description**

**Job title:** Parish & M:Power Administrator  
**Reporting to:** The Vicar of St James' Lower Darwen

## **2. Background**

The Parishes of St James Lower Darwen, St James Over Darwen and St Paul's Hoddlesden are a well established informal team of local churches on the eastern side of Darwen who support one another in mission and ministry. In addition to congregations meeting in the church buildings at Lower and Over Darwen, the St Paul's congregation meet in the local school and there is a fresh expression of church called 'Pop Up Church' which meets on the Highercroft housing estate. The St James' Lower Darwen building is also regularly used by church and community groups.

The parishes also helped give birth to, and now host, the M:Power project which supports two urban evangelists and a leadership training programme for lay leaders from urban communities. There is a training hub in Blackpool and for 2021/22 the training in east Lancashire will be delivered from St Stephen's Burnley rather than St James' Lower Darwen. The project receives funding from the national church until the end of 2023. We are hopeful that this funding will be extended until mid-2024 and the Project Board are currently working to secure longer term funding.

The parishes and project rely on a large number of volunteers, but the staff team consists of:

Revd Rebecca Roberts, the Vicar/Priest-in-charge designate of all three parishes  
Revd Alice Cole, Associate Priest  
Pete Tomkinson, Fylde Coast Training Hub Leader  
Rob McGibbon, Urban Evangelist on Over Darwen  
Sharon Collins, Urban Evangelist on Highercroft  
Tom Swallow, Ordinand (trainee priest)

## **3. Purpose of the Role**

The role is in two distinct parts with different employers.

The parishes need a part time (15 hours per week) Parish Administrator who can support the efficient operation of ministries across three diverse parishes, including coordinating the use of the St James Lower Darwen church building. This will include some 'personal assistant' type support to the Vicar, including

diary management. This half of the role will be employed by St James' Lower Darwen Parochial Church Council (PCC) on behalf of the three parishes.

The second half of the role relates to the M:Power project. The project team need someone with strong organisational skills to support the project part time (15 hours) as we seek to strengthen the evangelistic work on Highercroft and at St James' Over Darwen, together with continuing to deliver high quality training from two training centres. There is also a need to provide the Board with some administrative support. This part of the role will be employed by the Diocese of Blackburn Diocesan Board of Finance (DBF).

Although there will be two separate employers, the terms and conditions for both roles will be the same.

The roles are being recruited as one because of the overlaps between the two sets of responsibilities and the post holder will be expected to work flexibly across both sets of responsibilities rather than having separate days for each of the two roles.

## **4. Key Responsibilities**

### **As Parish Administrator**

- Present a welcoming and professional image for the parishes and the Christian faith at all times
- Monitor and manage the 'parish' email account, social media and website responding promptly and ensuring any follow up actions are completed in a timely manner
- Compile the weekly newsletters and other seasonal materials
- Manage all baptism and marriage bookings, including arranging associated preparation and the legal marriage preliminaries
- Manage all bookings of St James' Lower Darwen and other premises as necessary, including preparing facilities when needed
- Organise, take minutes, and circulate action points for meetings as necessary
- Manage the Vicar's diary including scheduling meetings etc
- Triage the Vicar's e-mail, dealing with those items that do not need the Vicar's direct involvement and prioritising those which do need the Vicar's attention
- Working with the Parish Safeguarding Officer to
  - Manage safeguarding processes
  - Ensure DBS checks / identity checks are done
  - Maintain Safeguarding training database, making sure all staff/volunteer competence is current, organising refreshment of competence where necessary
- Support the finance team in producing invoices for room hire and other services as required.
- To maintain appropriate discretion and confidentiality at all times

- Other tasks in keeping with the ethos of the role as assigned and agreed

#### **As Project Administrator:**

- Provide administrative support to the Vicar in her capacity as Project Leader
- Provide administrative support to the evangelistic work of the two Urban Evangelists
- Provide administrative support to the training programme
  - including the two Urban Evangelists and the Fylde Coast Hub Leader
  - coordinate recruitment for both training hubs
  - coordinate volunteer speakers and mentors
  - support promotional events and conferences
- Provide administrative support to the Board
  - arrange meetings and agendas with the Chair
  - provide regular reports to the Board, including financial reports (produced by the DBF finance team)
  - take minutes and issue them promptly
- Other tasks in keeping with the ethos of the role as assigned and agreed

## **5. Key Relationships**

- The Vicar, who will be the Administrator's line manager
- The staff team
- The Board of the M:Power project
- Church Wardens and the lay leadership team of the parishes

## **6. Person Specification**

### **(1) Faith**

#### **Essential**

- A willingness to actively support the Christian ethos of the churches and project

#### **Desirable**

- A life-shaping Christian faith
- A good understanding of the Church of England

### **(2) Qualifications**

#### **Essential**

- A minimum of GCSE English and Maths at grade "C" or above

#### **Desirable**

- Professional administration qualifications

### **(3) Experience**

#### **Essential**

- A track record of successful administration in a professional or voluntary capacity

**Desirable**

- Experience of local church administration
- Experience of PA-type work

**(4) Knowledge and Skills**

**Essential**

- Ability to work well with a wide range of staff and volunteers
- Ability to organise and publicise events and programmes
- Organised and administratively effective with good working knowledge of Word, Excel, PowerPoint, Outlook
- Ability to work independently in handling a diverse workload and in keeping to deadlines

**(5) Personal**

**Essential**

- A heart to support Christian service
- A positive can-do attitude

**Desirable**

- A committed and communicant member of a Christian church recognised by Churches Together in England
- A person of prayer

**(6) Other**

**Essential**

- Flexibility to work some evenings and weekends
- Willingness to occasionally work from other locations

## **7. Summary of Employment Terms and Conditions**

**(1) Accountability**

- Responsible to the Vicar

**(2) Hours of Work and Annual Leave**

- Staff are employed *pro-rata* on a five days (35 hours) per week basis with five weeks paid annual leave (also *pro-rata*) in addition to statutory holidays (also *pro-rata*), to be taken by arrangement with the Vicar with a usual minimum notice period of one month
- The role will involve occasional evening and weekend work for which time off in lieu will be available

**(3) Location**

- Based at St James' Lower Darwen but occasional travel will be required to other locations and reasonable travel expenses will be paid

**(4) Development**

- All staff are expected to engage with supervisions and the annual appraisal process, and professional development will be supported where appropriate
- (5) Salary
- The PCC of St James' Lower Darwen will employ the post holder on an annual salary of £7,800 per year and the DBF will employ the post holder on an annual salary of £7,800, with the combination of the two salaries from the two employers being £15,600.
- (6) Probationary period
- The appointment is subject to the satisfactory completion of a six-month probationary period.
- (7) Notice Period
- During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give four weeks' notice should you wish to resign.

## **8. How to Apply**

Applications via the Church of England's Pathways website are invited. For an informal conversation regarding this post please contact Rebecca [revrebecca@hotmail.com](mailto:revrebecca@hotmail.com) or Nick [nick.mckee@blackburn.anglican.org](mailto:nick.mckee@blackburn.anglican.org)

Closing date: Friday 10<sup>th</sup> October 2021  
Interview date: Thursday 14<sup>th</sup> October 2021  
Start Date: Monday 1<sup>st</sup> November 2021 or mutually agreed alternative