

# St Matthias with Riverside Church Administrator Role Profile

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In September 2018, we formed as one community from two churches: St Matthias Burley and Riverside Leeds. We are currently forging new rhythms of life and discovering our identity as a church. We want to play our part in the growth of God's Kingdom and His Church in Leeds. We have been designated one of 5 resource Churches who are created to intentionally resource mission across the city, by planting and revitalising churches, developing leaders and providing other resources for mission.

This is the Church that we see God building: A multicultural, multigenerational home for people who have been following Jesus for years and for those who exploring faith for the first time and everything in between. We are a Family united around a passion to help people discover Jesus and partner with Him in blessing and renewing Burley, Leeds and beyond. As Jesus leads us we long to be: joy filled, prayer shaped, Jesus centred, disciple making, leader training, mission oriented and resource sharing.

We are looking for a gifted and experienced administrator to join us to support our vision and ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the clergy, staff team and the officers of the church.

<b>Key Terms</b>	
Contract:	Permanent with 3 month notice period both after the probationary period, start date ideally May 2019
Location:	Office space will be provided at St Matthias, Burley
Hours:	30 hours a week, 9.30-2.30 Monday-Friday with a paid half an hour lunch break and 5 flexible hours per week which may include occasional evening or weekend work
Pay:	£16 202 (£21 603 pro rata, Diocesan Pay Scale AO/PS4) plus pension
Holiday:	25 days pro rata

<b>Job Description</b>	
Administration	Set up (where necessary), develop and ensure the delivery of the administrative functions of the church
	Be a first point of contact for the general public, enquirers, congregation members and colleagues
	Provide general administrative/PA support to the Clergy and staff team
	Administer the church diary, manage all correspondence and maintain and coordinate rotas
	To encourage, develop and manage volunteers and staff in their administrative roles setting processes, monitoring and encouraging them
Communications	To manage the internal and external communications of the church in line with the vision through key volunteers and staff
	To ensure website and social media are kept up to date.
Buildings	Manage regular and ad hoc bookings of the Church and Church Centre
Finance	Administratively Support the Treasurer and finance team with the management of church finances, budget and reporting
Whole Church Involvement	Have a good awareness of life throughout the whole church
	Attend and contribute to the weekly staff meeting and prayers.
	Share in offering assistance in busy periods and undertake any other duties that are reasonable of the post holder.
Professional Development	Attend line management and team meetings as and when required.
	Attend relevant courses or training as required or needed.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.

<b>Person specification</b>	
Experience and Knowledge	Proven experience of administration
	Experience of church ministry/mission and a good understanding and passion for church life
Administrative Skills	Experience of operational administration, development of organisational systems and structures.
	Excellent organisation and administrative skills
	Excellent IT skills - Proficient in the use of IT - Microsoft Office, Google Docs, and Email
	Motivated to deliver high quality output
	Ability to manage volunteers.
	Ability to work alone and as part of a team
	Ability to work flexibly, plan, make decisions, use initiative, be pro-active and prioritise workload
Interpersonal Skills	Able to establish strong working relationships with excellent interpersonal communication skills - written and oral
	Understand the need for professionalism with regard to working with others, time keeping, deadlines and personal conduct
	To be trustworthy and understand appropriate confidentiality
	Enjoy learning and new experiences
	ability to deal with change and the unexpected
	Ability to confront and manage conflict in an appropriate manner.
Expression of Faith	A committed Christian who demonstrates what it means to be a follower of Jesus in everyday life
	Willingness to work within the authority structures of the Church of England
	Willing to become a member of St Matthias (desirable)

This post is subject to a satisfactory DBS criminal record check and there is a genuine occupational requirement for the holder of this post to be a Christian.

To find out more about the role please contact Rev James Barnett.

To apply email the application form and CV to [james.barnett@riversideleeds.com](mailto:james.barnett@riversideleeds.com) by the end of 27th March 2019. Interviews will be held on 1st April 2019.