



St Polycarp's Administrator and Hall Manager

St Polycarp's church is a growing church in Northwest Sheffield (Malin Bridge and locality) that is passionate about loving God and loving people, with a real heart for bringing God's life and transformation to the local community.

We are looking for an enthusiastic, organised and fun person to become our Administrator and Hall Manager.

You will need to be an active member of a church who shares our values.

Job title: Church Administrator and Hall Manager

Working pattern: The job has flexible hours and will require some evening and weekend work.

Hours and salary: The current hours per week are 16. Rate of pay £10.42ph. 28 days annual holiday (pro rata).

Contract type: This is a permanent, part-time role.

Responsible to: St Polycarp's Minister

Job Description

Key responsibilities include, but are not limited to:

1. Communications

- Being the first point of contact and public face of St Polycarp's, both in person and online/telephone, including dealing with any complaints promptly in accordance with policies.
- Updating website and social media on a regular posting schedule.
- Creating, coordinating and circulating a monthly newsletter and weekly email updates.
- Creating and updating flyers, information on display boards and publicity materials.
- Preparing and printing visitor information and prayer sheets.

2. General Church Administration

Routine administrative tasks

- Setting up and maintaining an online diary.
- Overhauling and maintaining paper and electronic filing systems.
- Sorting and distributing incoming mail and messages.
- Coordinating and distributing rotas.



- Coordinating with the Service Leaders to ensure service plans are prepared and distributed.
- Maintaining and updating databases including keeping a log of keys for church and hall.
- Keeping records and ensuring that all the appropriate checks are done on volunteers and staff, working alongside our safeguarding officer to ensure that all appropriate references and declarations are up to date.
- Responsibility for petty cash.
- Photocopying and maintaining the photocopier, overseeing computer backups.

Occasional/annual administrative tasks

- Collating annual reports and distributing documents for the Annual Parochial Church Meeting (APCM).
- Liaising with insurance company and processing claims.
- Preparing and publishing the Electoral Role.
- Ordering and keeping account of stationery, office supplies and cleaning materials.

3. Administration for Baptisms, Weddings and Funerals

- Dealing with enquiries and admin for baptisms, marriages and funerals, including receiving payments and making sure certificates and candles are ready where applicable.
- Arranging funerals: liaising with the funeral director (including bookings and fees), setting a date, liaising with minister (and musicians/verger if required) updating funeral log.
- Arranging wedding dates: answering any queries and keeping all parties up to date with information.
- Preparing occasional orders of service.
- Sending invitations and logging replies for the Annual Memorial service.

4. Church Hall Administration

- Processing correspondence, bookings and invoices for the church hall and foyer hire and liaising with hirers during every stage of the process.
- Creating and updating a timetable on the church website.
- Working alongside the church wardens and hall committee to ensure the building is safe, passing on any maintenance issues and keeping good communication.
- Writing a hall report/review of the year for the APCM.

➤ Safeguarding training must be completed.



Church Administrator and Hall Manager Person Specification

Skills/Experience	Essential	Desirable
Communication	Excellent verbal and written communication	
	Friendly, professional manner	Experience of dealing with a wide range of people
	Experience of using/scheduling social media professionally	Experience of using WordPress
	Experience of using Microsoft applications including databases, Word and Excel	Experience of using DTP software, creating posters, flyers etc
		Creative approach to presenting information
Administrative skills	Good organisational skills	
	Attention to detail and accuracy	
	Experience of maintaining and creating systems for administration	
		Handling and administering cash
		Ordering supplies
		Familiarity with church admin
Professional development	Willingness to undertake training/ work shadowing and safeguarding certification	
Work skills	Self-motivated and able to organise and prioritise own workload	
	Ability to work alone whilst supporting a team	
		Ability to work flexible hours if needed by the church, but also by choosing your own regular hours

