

## WELCOME TO ST WERBURGH'S CHORLTON!

Hello! Thank you for taking the time to read through this job description. My name's James and I lead St Werburgh's alongside my wife Emily and a wonderful team.

We are a resource church (a church that plants and revitalises churches) planted into the existing parish of St Werburgh's in the vibrant suburb of Chorlton, South Manchester. We are still in the early days of planting, but this is a part of the Diocese of Manchester's vision to see a worshipping and transforming Christian presence in every community. We are part of the New Wine network and are praying for the renewal of the church.



This is an exciting time for St Werburgh's as we are looking to establish and grow the church here in Chorlton. We are looking to recruit an Administrator to work alongside our existing team seeking to realise our vision to bring renewal to the local community seeing people, communities and churches come alive in Jesus' name. We have a local heart to see renewal here amongst these people, but also a city-wide vision to see Manchester brimming with the life that Jesus brings. However big the vision, at the centre we are a family that everyone is invited to join.

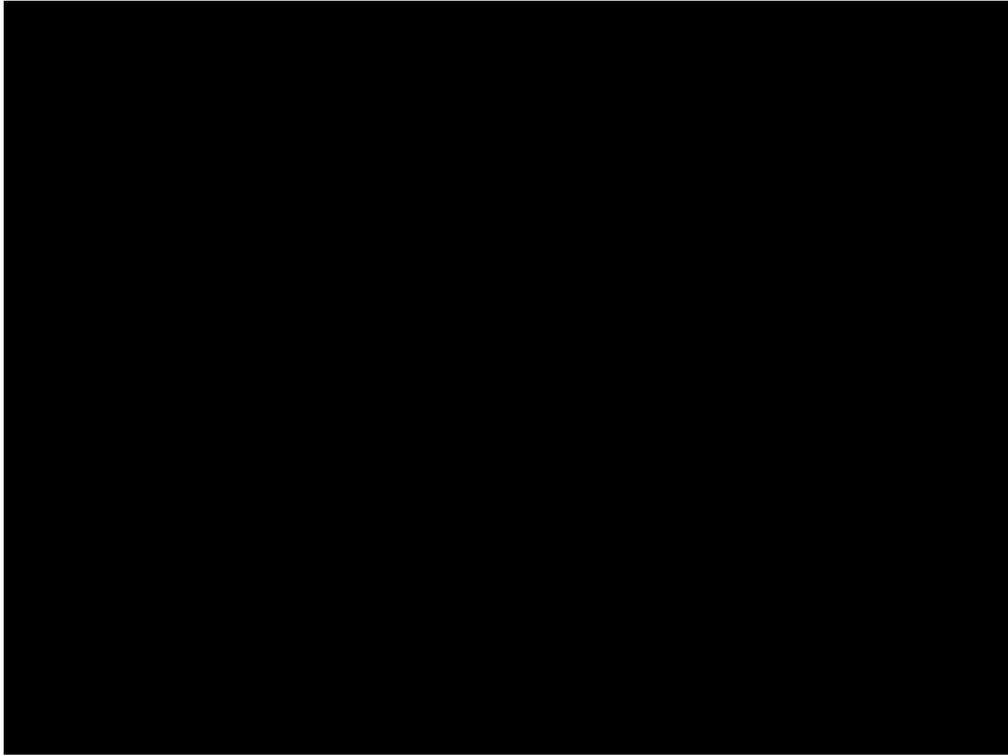
If you read through the brief outline of our vision and plans below and find that you're excited, have the energy, commitment, and skills that we are looking for, we would love to hear from you. We're praying for you in your discernment!

Blessings,

James Neal  
Rector and Team Leader

## ABOUT ST WERBURGH'S CHORLTON

St Werburgh's is in Chorlton, a popular suburb, 3 miles south of Manchester City centre with a high proportion of young families, students and young adults. 70% of residents in the St Werburgh's parish of 11,600 are under the age of 45, 44% of whom are under 30. Opportunities are huge, but these ages are not currently represented in the church.



Chorlton is known as 'nappy valley' due to the high proportion of young families living here. It has a high proportion of independent shops and restaurants and a strong sense of community spirit. It is also known as the 'lentil belt' known famously as a centre for alternative, bohemian lifestyles. There is also a poorer side to Chorlton too, its M20 postcode contains some of the most deprived areas in the country. Chorlton is a colourful mix of all these things, resulting in a vibrant community full of life.

The heart of the mission for St Werburgh's is to be an attractional resource church at the heart of this community. This is informed by Chorlton itself being a hub of community life. The theme of LIFE is something that has spoken clearly to us since we began discerning what a church could look like here amongst these people.

St Werburgh's most famous story was about the miracle of a goose coming back to life. The goose has become a symbol of St Werburgh and is even depicted in the original window of St Werburgh's Chorlton, along with the biblical verse: 'In Christ shall all be made alive'

The heritage and example of St Werburgh along with Biblical and credal metaphors of rebirth, combine to give the core vision for the new Chorlton Resource church - NEW LIFE.

St Werburgh's church is about bringing renewal to the local community and helping individuals and families find new life in Christ. With resource church status there is scope and vision to see beyond Chorlton, to wider Manchester with the following vision:

**'To play our part in seeing people, communities and churches come alive in Jesus' name in Chorlton, Manchester and beyond.'**

People alive, communities alive, churches alive - each standard includes a major focus on intentional building of relationships locally, putting in place suitable stepping stones to help people find faith and deepen faith, seeing lives and communities transformed and churches revitalised and planted. We seek to make it as easy as possible for people to encounter and connect with Jesus and pray to see God renew and revive in a way that only He can.

There's always more to share, but there's a brief window into what we're about. Read on to find out more about who we're praying for!



## **ROLE PURPOSE**

The Administrator role is key for the Chorlton resource church as we seek to grow this new church plant and support both the existing staff team and wider church family in seeing our vision realised. It is a wide-reaching role encompassing general admin, building facilities, HR, finance and communications.

### **Responsibilities:**

Work with Operations Manager and wider team to support the administration of the church and church hall.

### **Key Role A: Administration**

1. Be a first point of contact for those contacting the church.
2. Take and distribute weekly staff meeting minutes and agendas.
3. Produce weekly notice sheets
4. Oversee stock ordering incl. office, cleaning, hospitality and church supplies
5. Oversee office IT including the printer and google drive including staff email accounts
6. Complete diocesan paperwork as needed
7. Liaise with or act as Electoral Roll Officer and oversee APCM reporting
8. Compile statistics for church reporting incl. for Church Commissioners' grants
9. Submit grant reports in conjunction with Operations Manager
10. Manage the church diary, including all events, courses and meetings
11. Manage hall bookings alongside Operations Manager
12. Be point of contact role for church suppliers, organisations and companies with whom we work, such as the Diocese of Manchester, the Charity Commission, and the New Wine Network.
13. Work with Staff team to compile Sunday rotas
14. Support Operations Manager in submission of annual returns to the Charity Commission and Diocese of Manchester
15. Liaise with other team members to assist in management of volunteer teams
16. Liaise with the Welcome and Hospitality Team Leaders to ensure smooth running of Sunday services
17. Support Rector and Operations Manager in production of reports to PCC and others
18. Ensure policies and procedures are appropriately followed

### **Key Role B: Building Facilities.**

1. Manage the St Werburgh's church site incl. utilities, bills, oversight of grounds and building maintenance
2. Oversee day-to-day building works, building and appliance repairs and renovations
3. Proactively explore reduction of overheads and costs to run the building
4. Manage key holders and oversee building security
5. Communicate well with building users to ensure the building is left in a good condition and is used safely and locked securely in line with the booking policy
6. Oversee Faculty Applications alongside Operations Manager and gathering of information for those faculties

### Key Role C: Human Resources

1. Manage staff holiday calendar
2. Assist in the induction of new staff
3. Support ministry leaders with the implementation of Safer Recruitment Policy, including administrating DBS applications

### Key Role D: Finance

1. Assist with submission of Gift Aid claims and drawing down of grants
2. Complete day-to-day book-keeping and finance administration

### Key role F: Communications:

Alongside creative team:

1. Deliver and execute communications plan
2. Oversee maintenance and development of website and social media including Facebook and Instagram
3. Liaise with wider members of the team regarding communicating key events in the life of the church - Alpha, Christmas, Easter etc.
4. Maintain and develop the use of the St Werburgh's brand identity
5. Oversee Welcome Process, ChurchSuite and communications with the church and wider community
6. Keep A Church Near You updated
7. Manage the church signage

### PERSON SPECIFICATION:

	Essential requirements	Desirable requirements
Qualifications		
A-Level or equivalent, preferably with a graduate qualification and evidence of continuing professional development	✓	
Experience		
Two years' experience working in an administration role including working with IT	✓	
Experience of office financial procedures, diary management and room bookings		✓

Working with volunteer teams		✓
Working or volunteering in a parish context		✓
Knowledge and Skills		
Flexibility and adaptability e.g. able to adapt to the changing needs of a church plant	✓	
Understanding of the use of social media	✓	
Excellent communication skills	✓	
Excellent organisation skills and keen eye for detail	✓	
High proficient IT skills including Microsoft Office software (Churchsuite, Canva & Wix desirable)	✓	
Proactive approach and commitment to see multiple tasks through to completion	✓	
Ability to problem solve and think creatively in the face of urgent demands	✓	
Ability to adapt to meet deadline and adjust priorities due to changing demands	✓	
Personal Attributes		
Love Jesus and actively seeking to grow as a disciple	✓	
Regular worshipper at St Werburgh's Church or willing to join church family		✓
Desire to serve the church and its mission and ministry	✓	

An appreciation of the diverse nature of the Church of England		✓
Sense of humour and fun!	✓	
Ability to be a self-motivator but also able to work as part of a team	✓	
Willingness to reflect, learn and develop skills	✓	
A high level of integrity and discretion, and ability to handle confidential information with diplomacy and sensitivity	✓	
Work-related Circumstances		
Ability to work flexibly to attend evening meetings and events	✓	
Willingness to travel to meetings (car not required)	✓	

\*\*There is an Occupational Requirement for the post holder to be a practicing Christian, in accordance with Schedule 9 of the Equality Act 2010\*\*

## SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

Employer	St Werburgh's Church
Term	3-year fixed term contract (renewable subject to funding)
Line Manager	Operations Manager (Amy Hawkins)
Salary	£19,000 to £21,000 (depending on experience)
Probation	Appointments subject to a 6-month probationary period.
Location	St Werburgh's Church Hall, St Werburgh's Road, Chorlton, M21 0TJ
Hours	The role is 37.5 hours per week generally working 9-5pm Monday to Friday. Flexibility will be needed with these hours as some evening/weekend work is anticipated.
Annual leave	25 days plus bank holidays.
Expenses	Office expenses paid in full.
Retreats	Ongoing conference, retreats and training encouraged where possible.
Pension	Auto-enrolment scheme in place.

The successful candidate will be expected to have a strong personal faith and ideally be a committed, active member of St Werburgh's Church. Additionally, the candidate is subject to an appropriate safeguarding check, satisfactory references and proof of eligibility to work in the UK.

For Applications Please submit your completed application form with a covering letter to [hello@stwchorlton.org](mailto:hello@stwchorlton.org) no later than 7<sup>th</sup> February 2022 at 12 noon.

Interviews date 16<sup>th</sup> February 2022 at St Werburgh's Church Hall

For Information If you would like to discuss any aspects of the role before applying, please get in contact [hello@stwchorlton.org](mailto:hello@stwchorlton.org) and we'd be happy to talk with you.