



Job Description Temporary Woven Office Administrator

We are a church of churches. We are committed to seeking the kingdom, making disciples, and radically loving Jesus, each other, and our community.

Every staff member plays a significant role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.

The Woven Office Administrator will report to the Operations Director and work within the office space at our main resource church - St Margaret's Church, Aspley Lane, Nottingham, NG8 5GE.

Job profile	
Job title	Woven Office Administrator
Team/Department	Operations
Reports to	Strategic Operations Director
Location	St Margaret's Church
Salary	£12,480 (£24,960 pro rata)
Post duration	This is a temporary post for 6 months, with the possibility of extension depending on funding and a potential reorganisation of operations support resources.
Work pattern / hours	20 hours a week, Monday to Friday 9.30-2.30
DBS check required. (Yes/No)	Basic
Special conditions of employment	You are expected to have a strong understanding of and empathy with the aims, ethos and beliefs of the Christian faith and its expression with the Church of England.
Date written/updated	26 th August 2024

Role purpose

The core purpose of this role is to provide centralised administration support for the eight Woven churches in order to advance the mission of Woven.

Responsibilities include serving as the primary point of contact for all enquiries to the Woven office during its operating hours Monday to Thursday. This involves signposting, where applicable and providing assistance to all of the Woven churches relating to bookable spaces and the administration of Occasional Offices.

Additionally, the postholder will take responsibility for the administration of hall bookings at St Margaret's and the provision of supplies for church activities at St Margaret's.

Role dimensions

Budget management (where relevant)

Responsibility for the office resources budget for stationery, printing etc

People management

Informal support only

Key relationships – internal

Woven Strategic Operations Director
Clergy Team
Site team

Key relationships – external

Office volunteers
Hall Bookers
Church Wardens
Treasurers
Funeral Directors

Working environment

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be encouraging, grateful, gracious, and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity are encouraged alongside serving others. Our staff community is warm and engaging with lifelong relationships being built.

This role will be based in the Woven office at St Margaret's during office opening hours.

Key responsibilities

- Woven office
 - Undertake the administration of occasional offices (being funerals, weddings, baptisms etc. across the Woven churches liaising with clergy, funeral directors, vergers and third parties as required.
 - Work with the churches across Woven to grow income from bookings and occasional offices.
 - Maintain the office environment, ensuring it is kept free of clutter and remains a positive working environment, stocked with appropriate supplies.
 - Provide administrative support to clergy and church officers across Woven in the performance of their duties.
 - Where possible facilitate volunteer involvement to support in the administration of the office enabling them to deal confidently with phone, email and in person enquires coming into the office.

- St Margaret's
 - Undertake the promotion and administration of hall bookings.
 - Ensure that church supplies are re-ordered as required.
 - Provide administrative support to the St Margaret's clergy as required.

- Operations
 - Support the Strategic Operations Manager with the implementation of systems and processes.
 - Anything else that supports the Strategic Operations Director in the execution of their role.

- As part of the wider woven team
 - Be a champion of the Woven vision, seeking ways to support the Woven network centrally and build unity.
 - Support and encourage the woven wide team with accessing and effective use of central resources and systems.

Key Working Arrangements

- 20 hours, Monday - Thursday
- Pro-rata 5 weeks holiday plus bank holidays
- Auto-enrolment pension, 3% Employer contribution above Qualifying Earnings
- Occupational Sick Pay, 3 weeks full pay plus 3 weeks half pay

Person Specification

You will be a naturally tidy and organised person and enjoy helping others as part of a team. As a natural 'people' person, you will be able to combine achieving your objectives with supporting others around you. You can respond to changing needs, in a flexible and demanding environment. You will have a customer service mindset, be comfortable multi-tasking and keeping track of multiple 'live enquiries' at a time. You will be confident that your diligent notetaking enables teamwork and effective collaboration, within the existing systems. You will be able to use the organic ebb and flow of office activity to maximise the benefit of quieter times, enabling you to pursue office improvements and work on longer-term goals.

Essential and desirable skills, knowledge and experience required for the job

Essential

- Polite, confident and servant hearted.
- Resonance with the vision of Woven
- Excellent IT abilities, including MS Word and Excel
- Excellent organisational skills
- A proficient communicator
- Experience in an administrative role
- Excellent numeracy and literacy skills
- Ability to self-manage according to agreed objectives.
- Proficient at setting healthy boundaries
- Ability to multi-task and work independently.
- Flexibility to respond to changing priorities in a fast-paced environment.
- High attention to detail

Desirable

- Experience of working with volunteers
- Experience of working in a Church of England environment
- Experience of Office365 and/or Planning Center