

Operations Administrator *Lady Bay Church*

JOB PROFILE	
Title:	Operations Administrator
Contract:	Fixed term for 2 years with possibility to extend subject to funding
Reports to:	Vicar
Location:	Lady Bay Church at All Hallows
Basis of employment:	Part time – 21 hours per week (FTE 35hrs)
DBS check required? (Yes/No)	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	May 2026

PURPOSE OF ROLE
<p>This role is the administrative backbone of the church. It is to release others in the mission and ministry of the church and to turn our vision into action, and helping us manage our resources effectively.</p> <ul style="list-style-type: none"> • Work proactively and collaboratively, enabling and releasing staff and volunteers to thrive and grow. • Ensuring effective internal and external communication • Oversee day-to-day running of the church and halls. • Manage resources, including people, finances and buildings. • Ensure that effective structures and processes are developed and maintained.

KEY AREAS OF RESPONSIBILITY
<p>Office Administration and Management</p> <ul style="list-style-type: none"> ○ Provide administrative support to the ministry team, staff and volunteers across the benefice ○ Ensure the office environment is effective and efficient, enabling all to flourish and grow ○ Serve as the first point of contact for church and hall inquiries via phone, email, and in person ○ Ensure that statutory documents (e.g. parish statistical returns, GDP compliance), relevant church records and growth measures are kept up to date and completed ○ Encourage and enable volunteers to assist with administrative and management functions ○ Ensure smooth functioning of IT domain / email accounts, shared drive, WiFi connectivity and mobile accounts for staff and website <p>Operational</p> <ul style="list-style-type: none"> ○ Work with PCC to ensure all policies, risk assessments, GDPR etc. are up to date and compliant ○ Work with the Safeguarding team, youth and children’s leads, key volunteers and the PCC to ensure that the organisation is fully compliant in safeguarding, health and safety, accessibility, insurance and data protection

- Create, develop and maintain effective operational processes that align with the church's vision
- Take the lead in operation matters at weekly staff meetings

Coordination of services, events and communications

- Ensure relevant preparations are done for Sunday services
- Proactively organise, and oversee the annual diary of church and community events, services and planning, that will enable staff and church members to prepare and deliver them to a high standard
- Coordinate and oversee the booking and smooth running of occasional offices (baptisms, weddings and funerals) across the benefice (Lady Bay and St Edmund's), and maintaining churchyard records
- Work with other team members to ensure that ChurchSuite is being used effectively
- Ensure regular updating of the church website and effective communications (including regular updates and social media) of the church's life and activities
- Help coordinate production of the APCM Report
- Oversee internal and external notice boards

Management of Facilities

- Manage regular and one-off lettings for the church and halls, including updating and issuing lettings contracts and invoicing.
- To oversee the coordination of suppliers, contractors, utilities and service providers alongside the churchwardens
- To work with wardens and volunteers to manage the repairs, maintenance, cleanliness and security of the church building
- To liaise with community hall and church users in line with the church's vision and values

Finance and HR

- Help administer authorised payments and reimbursements
- Maintain financial records digitally using QuickBooks (or equivalent) to assist the treasurer in keeping accounts
- Work with treasurer and finance team to ensure all HR, payroll systems, pension contributions and budgets are functioning correctly
- Work with treasurer to ensure the effective processing of giving and claiming of gift aid
- Administer and oversee the wedding account for St Edmund's
- Oversee the induction process for new staff, payroll processes, records of staff holidays, absences etc.
- Ensure all contracts and job descriptions are kept up to date for existing staff and are issued to new staff
- Work alongside the church leaders to enable a good supervision/line management culture

ROLE DIMENSIONS

Budget management (where relevant)	Work with Treasurer to ensure all budgets are functioning correctly
People management	Line management of volunteers
Key relationships – internal	Vicar Churchwardens, Treasurer and PCC Staff team
Key relationships – external	St Edmund's Church, Table churches, Deanery and local networks

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	<ul style="list-style-type: none"> ○ Passionate and vibrant personal faith ○ Polite, diplomatic, confident and servant hearted ○ Enthusiastic, proactive with a 'can do' attitude ○ Willing to lead and be led ○ Trustworthy, discreet, loyal and reliable ○ Prepared to take risks, make mistakes and learn from them ○ Seeking to grow and develop in their role and relationships 	
Competencies and Skills	<ul style="list-style-type: none"> ○ Excellent organisational skills ○ Excellent communication skills both written and oral ○ Good interpersonal skills ○ Calm under pressure and able to problem solve ○ Ability to prioritise tasks and meet deadlines ○ Ability to work individually and as part of a team, able to support and bring out the best in colleagues ○ Self-motivated and proactive ○ High attention to detail ○ Competent user of Microsoft 365 products 	<p>Ability to use ChurchSuite, QuickBooks software of similar tools</p> <p>Experience of Project management</p> <p>Previous work experience in administration Website and social media</p>
Qualification and Experience	<ul style="list-style-type: none"> ○ Educated to A level standard or equivalent level of work experience. 	<p>Practical experience in finance, finance systems, communication and working in a church. Relevant qualification</p>
Knowledge and Understanding	<ul style="list-style-type: none"> ○ Understanding and knowledge of the Church of England including aspects such as governance (PCCs) and the Faculty process, or willingness to learn ○ Good understanding of the principles of Safeguarding of Children and Vulnerable Adults. 	
Special Requirements	<ul style="list-style-type: none"> ○ Willing and able to work flexibly, recognising that Church life does not fit normal office hours ○ You can expect to work occasional evenings and weekends. 	<p>Being an active member of Lady Bay church</p>

TERMS OF EMPLOYMENT	
Work pattern	<p>Standard working hours are 21 hours.</p> <p>The spread of hours between Monday and Friday can be determined in discussion with the vicar.</p> <p>The role holder will need to be flexible to work towards certain key dates within the church calendar, including Christmas and Easter services, APCM, church weekends away.</p> <p>Where additional hours are required for such events, these can be reclaimed as TOIL.</p>
Salary	The salary range for this role is £26- 28,500 pro rata depending on experience. Plus up to 6% pension.
Holiday	25 days holiday per annum plus 8 bank holidays pro rata.
Probation	6 months

If you have any queries about this role, please get in touch with Rev'd Dr Jonathan Mole at vicar@ladybaychurch.org.uk or mobile 07579 778705.

Closing date for applications: 9th July 2026

Interview date: 14th July 2026

Start date. September or sooner if possible