



'A faithful, welcoming and compassionate church for all'

St Dunstan's Church Administrator – Job Description

Job Title: St Dunstan's Church Administrator.

Reports to: Rev Richard King, Vicar, St Dunstan's Church.

Location: Combination of Church Office, Church House, Stone Street, Cranbrook, TN17 3HA (with flexible home working depending on circumstances).

Hours: 12 hours per week, 3 hours a day, between Monday and Friday (full time equivalent 40 hours per week). Occasional weekend and evening work may be necessary. Time off *in lieu* will be given.

Days: The core hours of the Church Office are Monday to Friday mornings. Working days will be flexible, depending on requirements.

Salary: £8,112 p.a (FTE £27,040 p.a.)

Leave: 16 days equivalent annual leave p.a. (FTE = 20 full days).

Contract: The initial contract period is for 6 months, with the option to extend or make permanent.

An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required.

1. Introduction & Context

St Dunstan's Church, Cranbrook, is seeking to appoint a new Church Administrator.

This appointment comes at an exciting time for us as a church family and coincides with the planned retirement of our current Parish Administrator.

Although Cranbrook is only a small town with a population of 7,000, St Dunstan's is a very busy church. Known locally as 'The Cathedral of the Weald', St Dunstan's Church is a growing Christian community and is also increasingly recognised as a hub for various local groups and organisations.

We are here to serve everyone – schools, community groups, children's groups, foodbanks, our regular worshipers, those new to faith, those just exploring as well as being here for baptisms, weddings, funerals and memorial services.

In addition to regular services, the church is always busy hosting concerts, school events (assemblies, speech days, Christmas services/concerts) as well as being a focal point for key events in the Christian and community diaries, e.g. Remembrance Sunday. There's never a dull moment!

We are therefore seeking to appoint a Church Administrator who will relish being part of a dynamic, engaging and busy team and help to ensure that all church events, both in St Dunstan's and Church House, run smoothly and effectively to the benefit of all.

The role is part time and flexible to accommodate best working arrangements. Previous experience in such a role is not necessary.

2. Role Purpose and Objective

We are looking for someone who has the people skills, energy, versatility and flexibility to support us as we grow in response to the changing needs of the church, parish and community. The Church Administrator will fulfil a vital role in the life of St Dunstan's helping to ensure the smooth running of the church.

The Church Administrator will be responsible for a wide range of administrative, communication, and organisational tasks, ensuring the effective management of the church office. This is a varied and dynamic role requiring excellent multitasking skills, flexibility, and the ability to work both independently and as part of a team.

The Church Administrator will report to the Vicar with additional oversight provided by the Churchwardens.

3. Key Responsibilities

⊕ Administration and Organisation:

- ⊕ Staffing the Church Office at agreed hours (4 days a week between Monday and Friday) or via mobile phone when working remotely.
- ⊕ Being the first point of contact and receiving and handling telephone enquiries, post, emails and other communications, directing to the appropriate person as necessary.
- ⊕ Managing the Church calendar and diaries.
- ⊕ Maintaining an electronic and paper filing system; identifying (in discussion with the Churchwardens) items to be preserved for archiving and/or for safe disposal.

⊕ Office Systems:

- ⊕ Assist in the overseeing & maintenance of the IT system and office equipment.

⊕ Database Management:

- ⊕ Maintenance of Electoral Roll database.
- ⊕ Assist Vicar and Safeguarding Officer in the maintenance of email databases, safeguarding & DBS databases.
- ⊕ Oversee third party databases, e.g. suppliers, contractors and utility providers.
- ⊕ Ensure that databases comply with GDPR best practice requirements.

⊕ Event Management/Bookings, Church and Church House:

- ⊕ Primary point of contact for Church and Church House bookings. This includes liaison with school, concert groups, charities, community groups.
- ⊕ Management of booking process ensuring that third parties comply with booking terms and conditions.
- ⊕ Maintenance and management of event and bookings diary.
- ⊕ Assist with administration and liaise with the Vicar in supporting weddings, baptisms and funerals.
- ⊕ **Meetings and Reporting:**
 - ⊕ Attend PCC Meetings & provide secretariat support (additional hours will be remunerated)
 - ⊕ Assist in the planning, organising, preparation & secretariat support for the Annual Parochial Church Meeting APCM.
 - ⊕ Assist in production of reports & returns.
 - ⊕ Assist in the preparation of quarterly returns to the Diocese & Charity Commission.
- ⊕ **Supplier Engagement:**
 - ⊕ Review supplies & order stationery & other Church requisites, e.g. candles, communion bread & wine, & general supplies.
 - ⊕ Maintain office stationery & equipment
 - ⊕ Assist with review of utility providers & in reporting, e.g. meter readings
- ⊕ **Volunteer and Team Support:**
 - ⊕ Work closely with clergy, PCC, volunteers, and staff to ensure the smooth operation of church activities and support parish initiatives.

4. Person Specification

Essential:

- ⊕ Excellent organisational and administrative skills with the ability to multitask.
- ⊕ Strong communication and interpersonal skills, with a welcoming and professional manner.
- ⊕ Proficiency in IT, including Microsoft Office and email systems.
- ⊕ Ability to work independently, take initiative, and manage a varied workload.
- ⊕ A flexible and adaptable approach, willing to support the team as needed.

Desirable:

- ⊕ Experience in an administrative role e.g. within a church, community group, school or charity setting.
- ⊕ Familiarity with aspects of GDPR and safeguarding practices.

Working Arrangements

- ⊕ Flexible working hours, including occasional evenings or weekends to support key events.
- ⊕ Office-based with the flexibility for some remote working by agreement.

5. How to Apply

To apply, please submit your CV and a covering letter outlining your suitability for the role to:

⊕ By post:
Rev Richard King
Church House
Stone Street,
Cranbrook
TN17 3HA

⊕ By email:
vicarstdunstancranbrook@gmail.com

The closing date for applications is 5th April 2025

For an informal discussion about the role, please contact Richard on 07748 153451.

We welcome applicants from all backgrounds and encourage applications from those who share our values and commitment to serving the community.