

## Vacancy: Office Administrator

Thank you for considering an application to All Saints Peckham for the role of Office Administrator. We are a lively Anglican Church in the heart of Peckham with over 350 people worshipping with us every Sunday. To sum up what we are about, our values and vision are below. We would love to find out if you are called to be part of our staff team in making this vision come alive.

### **Our Vision**

We are a church at the heart of Peckham. People from all backgrounds and cultures find their home with us. Central to our shared life is our belief in God – we are united by his love for us and for the world. We believe we have a common vision to be transformed by Jesus, sent with his good news into Peckham and the world. As a church, we share common values. We are:



**WELCOMED** Each one of us belongs by grace to God's family whatever our background, age, nationality, personality, history, strength or weakness.



**SUPPORTED** We help one another to grow in our faith and character from the youngest to the very oldest.



**CONTRIBUTING** We encourage each other to use the gifts and creativity God has given every one of us.



**CHANGED** As ordinary people we are being transformed as we encounter God through his Word and his Spirit.



**SENT** God has an exciting, radical and challenging call on our lives; to join him in making Jesus and his love known in Peckham and beyond.

## JOB SUMMARY

### Office Administrator

Responsible to: The Operations Director, Tom Hardyman.  
Terms: Part-time, 13.5 hours per week.  
Hours: Normal working hours are 9:30-14:30 Wednesday, Thursday and Friday (negotiable).  
Salary: £20,000 (Pro rata)  
Application Window Until 09/08/17

### **ROLE PURPOSE**

To assist ministry leaders at All Saints Peckham (both paid and non-paid ) by carrying out administrative tasks to ensure the smooth running of the church and its back office. To be a key point of referral for the church as a whole and a first point of contact for email, telephone and office enquiries at the door on days worked.

### **KEY OUTCOMES**

To ensure the successful administration and smooth running of the church and church office.

More specifically:

- A friendly but firm point of contact for all enquiries, including answering the front door, phone and general email enquiries.
- To forward enquiries to correct team members (both paid and unpaid).
- To ensure routine purchases are made for the church, including food, stationery, church supplies, first aid supplies and cleaning materials.
- To maintain office equipment through the appropriate management of contractors.
- To support internal communications, including taking notes at relevant meetings.
- To co-ordinate the bookings diary for all events on church premises, and to make sure appropriate people have the right keys, along with sending out invoices.
- To organise different staff rotas.
- To provide administrative support to the clergy team, PCC secretary (e.g. collating forms, helping with data entry etc. under direction) and where appropriate the staff team.
- Occasionally provide support to the events and communications team through the production of content and images.
- Maintain the office archive, inventory and relevant cupboards.
- Maintain the relevant church registers, e.g. Baptism, Marriage etc.
- To help administrate church events such as Church Weekend Away, at Christmas and Easter.

## QUALITIES, SKILLS AND EXPERIENCE

### Experience

#### Essential

- 2 years experience in an administrative or office support role
- Proven experience of setting up and maintaining office systems
- Proven experience of using Microsoft office and Google suite

#### Desirable

- Experience of working in the voluntary/ Christian sector
- Experience of working as part of a small team
- Experience of using Indesign and Canva
- Copywriting experience

### Skills

#### Essential

- Excellent organisational and time management skills
- Excellent interpersonal skills
- Excellent communication skills, both verbal and written
- Ability to deliver under pressure and manage conflicting priorities
- Analytical and problem solving skills
- Ability to manage appropriate budgets

#### Desirable

- Understanding of data protection and health and safety principles

### Qualities

#### Essential

- You are a servant-hearted team-player, able to understand and put into practice our values
- You have the interpersonal skills needed to quickly gain the confidence and respect of those in our church and its surrounding community.

#### Desirable

- You will love belonging to the worshipping community that is All Saints Peckham.

There is an Occupational Requirement for this post to be filled by a committed Christian.

## STRUCTURE

The Office administrator reports to the Operations Director, Tom Hardyman. The role is a collaborative position within the staff team, drawing on the gifts and experience of others in the team as well as the amazing network of unpaid volunteers within the church.

## TERMS & CONDITIONS

The role is part-time and based in Peckham, London offering a salary of £20,000 pro

rata. There are 6 weeks holiday. It is expected that the post will have some flexible working arrangements with time-off in lieu when extra hours are worked some weeks. Working some evenings, occasional Saturdays and Sundays will be necessary. This post will be subject to a DBS check.

## **APPLICATION PROCESS**

Please email or post the following to Tom Hardyman, Operations Director at All Saints Peckham:

- Your CV. Please include contact details of two referees – one personal, one professional – who are happy to be telephoned by us for a conversation should you be short-listed for interview. We will not be requiring written references.
- Up to 500 words summarising why you believe God may be calling you to this role.

For either an informal conversation about the post (if you would like one) or for completed applications, please contact:

Tom Hardyman. All Saints Church, Blenheim Grove, Peckham Rye, London. SE15 4QS.

Email: [jobs@allsaintspeckham.org.uk](mailto:jobs@allsaintspeckham.org.uk)

Phone: 0203 637 2701