

Office Administrator, All Saints Peckham

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. The smooth running of our back office is essential to the life of All Saints and we would love to find out if you are called to be part of our staff team in making this vision come alive.

The post comes with a salary of £10,667 (£22,000 FTE).

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

1. Your CV, including 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.
2. 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

Phone: 0203 637 2701

Office Administrator, All Saints Peckham

Job Title	Office Administrator
Line Manager	Events and Communications Manager
Location	All Saints Peckham, Blenheim Grove, Peckham. SE15 4QS
Salary:	£10,667, £22,000 FTE
Contract	Part Time, 20 hours per week including Wednesday 09:00-14:00. 1 Year Fixed Term contract subject to a successful 3-month probation period
Benefits	6 weeks holiday per year plus bank holidays; generous pension scheme
Start Date	ASAP

About All Saints

All Saints Peckham has been a Church of England parish in the diocese of Southwark since 1867. Our vision is to be transformed by Jesus, sent with his good news into Peckham and the world. From the start our priorities have been to reach out to young people and families, and also to the most disadvantaged in Peckham. Underpinning our priorities and vision are five key values these are:

CHANGED

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

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.

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.

Opportunity Summary

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. The smooth running of our back office is essential to the life of All Saints and we would love to find out if you are called to be part of our staff team in making this vision come alive.

How to Apply

Application	Please send the following: <ol style="list-style-type: none"> 1. Your CV, including 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. 2. Up to 500 words summarising why you believe God may be calling you to this role.
Closing Deadline	19 th June 2018
Interviews	26 th June 2018 – 29 th June 2018
Further information	Visit www.allsaintspeckham.org.uk or email: jobs@allsaintspeckham.org.uk

Person Specification

Experience

Essential

- 2 year's 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.

Job Specification

The Office administrator reports to the Events and communications manager. The role is Part Time, 20 hours, and based in Peckham, London offering a salary of £10,667 (£22,000 FTE). There are 6 weeks holiday. Working some evenings and Wednesdays— except when on leave - will be necessary, as will becoming a member of the All Saints Peckham worshipping community. This post will be subject to an enhanced DBS check.

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, and where appropriate the staff team.
- 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 and materials, e.g. Baptism, Marriage etc.
- To help administrate church events such as Church Weekend Away, at Christmas and Easter.

All Saints Staff Team Values

As a team, we seek to be everything Jesus calls us to in the power of His Spirit by ...

1. Trusting one another.

What does that mean? Being as real as possible with one another, admitting weaknesses or mistakes, as well as celebrating together.

Review question: Are we able and willing to go to the level of trust Jesus calls us to?

2. Confronting disagreement.

Being willing to express another view which may be unpopular or misunderstood, and calling out constructively what hasn't gone well.

Review question: How many times have we expressed differing opinions amongst ourselves recently, and realised it was healthy to do so however awkward it may have felt?

3. Committing to decisions made, after 'weighing in' with our view.

Committing as a team to decisions made after expressing as passionately as we want what we think.

Review question: Is there any evidence of us not really committing, and what are we going to do about it?

4. Holding each other accountable for what happened.

Being clear who was responsible and accountable for what, and supporting one another in our responsibilities.

Review question: Are we always clear?

5. Reviewing results.

Having a culture of review so we can continually do things better, all for the glory of Jesus.

Review question: Have we asked ourselves recently whether we were actually being fruitful?

(Based on Patrick Lencioni's book, 'The Five Dysfunctions of a Team'.)