

Church Office and Community Centre Manager
Parish of Cambridge: St Mark, known as St Mark's, Newnham

St Mark's Church is situated on Barton Road, next to the Red Bull pub, and serves the surrounding area of Newnham on the edge of the city of Cambridge. It is a lively, active and friendly church of a broadly central Anglican tradition. The congregation is made up of people of all ages and backgrounds, some of whom have worshipped there for many years, many of whom are relatively new or in Cambridge on a temporary or short-term basis.

The congregation is active and enthusiastic, and good at providing support and care for each other and for any employed by the church.

Behind the church is a Community Centre comprising kitchen, small hall and large hall. The Community Centre is let to regular and occasional hirers and, during term time, is in almost constant use.

St Mark's has had a part time paid administrator for some years but much of the work around the church and, in particular, managing the community centre, has been carried out by volunteers. Owing to the growth of the centre, the increased activity of the church and the fact that our vicar has responsibility for Grantchester Church as well, we are now looking to appoint someone to manage the church office and community centre, and take on small amounts of administration for Grantchester Church.

Person Specification

- Excellent organisation and administration skills
- Able to communicate clearly and effectively, both verbally and in writing.
- Able to see the bigger picture while paying attention to detail.
- Well-developed computer skills demonstrating ability to use Microsoft Office, email, social media and website updates (wordpress).
- Basic financial and accounting abilities.
- Understanding of information governance requirements and able to handle confidential information in accordance with those requirements.
- Enthusiastic, resilient, persistent, responsive and flexible.
- Creative, conscientious and committed.
- Able to work on own initiative, as well as work as part of a team.
- Sympathetic to Christian ethos and able to work within the rules and guidelines of the Church of England.

Job Description

1. Church Administration

- Manage the church office and recruit and train volunteer staff
- Liaise with Vicar (and other service leaders) in making practical arrangements for church services
- Prepare for Sunday worship services: pew sheets, service sheets, etc.
- Prepare for additional worship services (Easter, Christmas, Messy Church etc.)

- Manage the various rotas for readers, intercessions, chalice assistants etc. and sidespeople (in so doing an important aspect of this role is to generally encourage members of the congregation in the contribution of their time and talents).
- Prepare church registers and submit official returns
- Order office and church supplies and other resources
- Manage the church diary in conjunction with the vicar, wardens and others, dealing with requests for hiring the church for events, including invoicing
- Ensure all church office processes are in line with GDPR, health and safety and safeguarding policies
- Act as Parochial Church Council (PCC) secretary for St Mark's
- Provide approx. 4 hours a week general administration for Grantchester Church, including pew sheets, posters and publicity and managing the website

2. Communications and IT

- Act as the central hub for internal and external communications, marketing and publicity
- Operate and troubleshoot a variety of office equipment and computer applications
- Maintain our websites and social media, developing and enhancing our current offering
- Produce publicity material for services, events and seasonal changes

3. Community Centre Management

- Oversee Community Centre bookings, both regular and casual, in conjunction with the Bookings Secretary
- Liaise with all tutors, organisers and hirers, developing good working relationships, responding to all queries, enquiries and complaints
- Oversee the day to day use of the centre, ensuring its smooth running including locking and unlocking arrangements, liaising with all tradespeople and cleaners, security, noticeboards etc.
- Keep up to date all relevant policies and procedures – fire regulations, health and safety, safeguarding etc.)

4. Carry out other duties as required by the Vicar and Officers of the church

Pay: competitive salary with pension contributions, details on request

Hours: 22 hours a week to be reviewed quarterly

Line Manager: the Priest in Charge who will aim to meet with the Manager weekly