

**Application Pack:
Church Administrator**

Closing Date: 5 pm Monday 24 February 2025

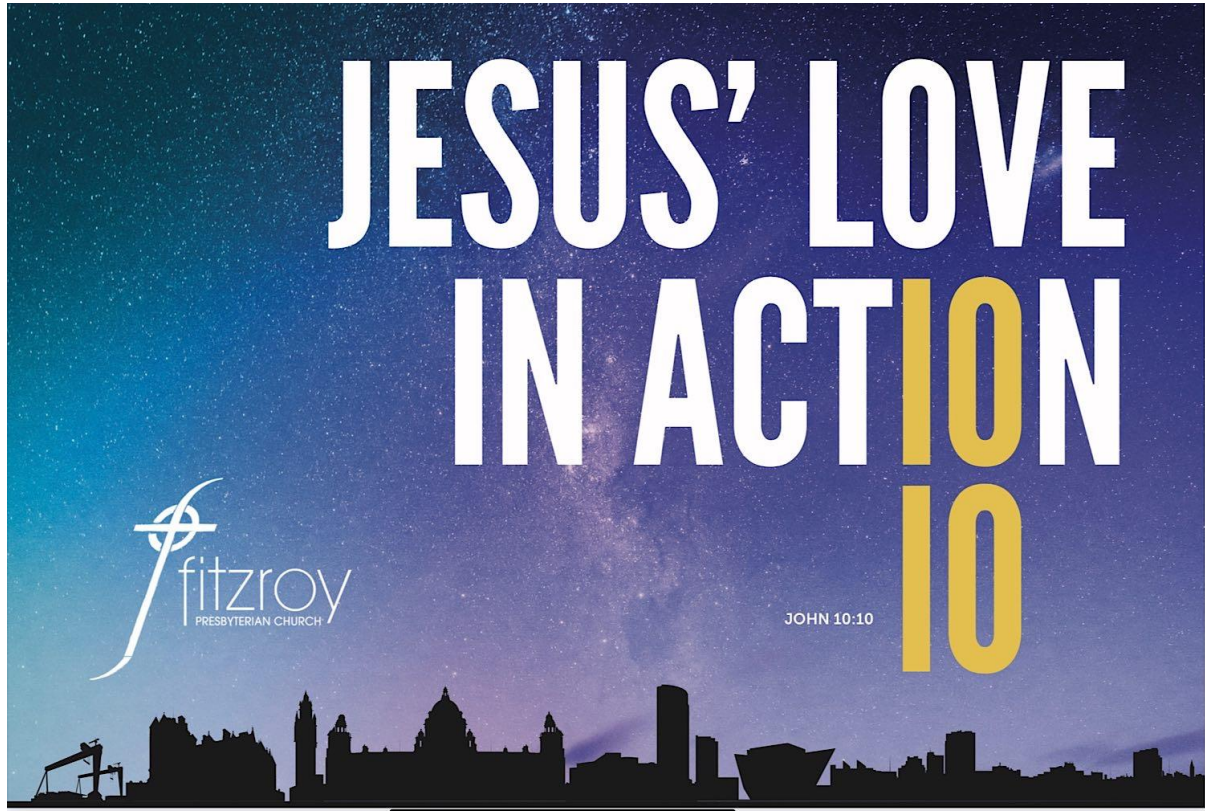




Table of Contents

1	Introduction.....	3
1.1	About Fitzroy	3
1.2	Church Administrator Role	3
2	Job Description: Church Administrator	4
2.1	Purpose	4
2.2	Reports to:	4
2.3	Key relationships	4
2.4	Responsibilities.....	4
2.5	Essential Criteria.....	5
3	Main Terms of Employment.....	6
3.1	Probationary Period	6
3.2	Place of Work.....	6
3.3	Hours of Work	6
3.4	Remuneration.....	6
3.5	Holidays.....	6
3.6	Sickness and Absence Pay	7
3.7	Employer Notice of Termination.....	7
3.8	Employee Notice of Termination	7
3.9	Pension and Pension Scheme.....	7
4	Selection Process.....	8
4.1	Shortlisting.....	8
4.2	Interviews.....	8
4.3	Appointment	8
4.4	Start date.....	8
4.5	How to Apply	8
4.6	Referees	8



1 Introduction

Thank you for thinking about applying to join the Fitzroy team to help us progress God's purpose in our local area around Queens University, in Belfast, in N.Ireland and the wider world. This application pack sets out the important practical information you need to help you complete your application form and match your skills and experience to the role profile.

1.1 About Fitzroy

Fitzroy Presbyterian Church is a congregation of the [Presbyterian Church in Ireland](#) (PCI) and its mission is to enable people of all ages to grow in their relationship with Christ and have life to the full (John 10.10).

Our core purpose is to celebrate God's goodness in our worship and to express God's love through our lives by:

- introducing people to Jesus Christ
- integrating them into His church
- educating them in a Christ-like lifestyle: and
- enabling them to participate in Christ's mission today.

Further information on the life and witness of the congregation can be found on our website: <https://www.fitzroy.org.uk/> and in our Mission booklet available here <https://www.fitzroy.org.uk/Publisher/File.aspx?ID=318872>

1.2 Church Administrator Role

We are currently seeking a part-time administrator who will play an important co-ordination role in the staff team and the whole church community. They will provide a high standard of administration, all-important for the smooth operation of the church and supporting our vision and purposes. The administrator will be at the heart of our church family, facilitating communication between all the moving parts and a go-to person for information. We are also an outward-facing congregation and the administrator will be a welcoming and effective point of contact for visitors and external enquiries.

This is an exciting time in Fitzroy. Like many other congregations we are delighted to be back in person with a full programme of events and activities throughout the year. We have a diverse community and our members extend from babies to ninety somethings.

We are a community that is welcoming and who express our Christian faith in many individual ways. What unites us is our passion to 'live lives of love' wherever we are planted.

You will be part of a friendly and collaborative team, working with a strong, supportive community. The role will offer you a level of autonomy and flexibility, as well as personal development and spiritual growth.

In this pack you will find the job description and other relevant information about the recruitment process to help you complete your application.



If you have any queries, please contact Flo Adair: jobs@fitzroy.org.uk

2 Job Description: Church Administrator

Employed by: Fitzroy Presbyterian Church
Salary: Base rate £14,400 for 20 hours per week (negotiable depending on experience)

2.1 Purpose

Provide a high standard of administration to support the vision and smooth operation of the church; facilitate strong communication within the church community and be a welcoming and effective point of contact for internal and external enquiries.

2.2 Reports to:

The Minister, Rev Steve Stockman

2.3 Key relationships

Church officers, staff and volunteers, working closely with the Events Manager

2.4 Responsibilities

- provide comprehensive and confidential administrative support for the effective operation of Fitzroy Presbyterian Church, including preparation and distribution of documents, photocopying, correspondence and organisation of meetings
- directly support the Minister, managing a diary and dealing with a range of delegated duties
- participate in staff meetings and prayer times
- prepare minutes of relevant meetings and implement actions as required
- act as receptionist for visitors to the church during working hours and process internal and external enquiries by email, phone and letter or in person, responding directly or signposting to others as appropriate
- liaise with staff and volunteer team members to share information and arrange cover as required
- contribute to the organisation of church services by co-ordinating with and providing administrative support for the Minister, worship, IT teams and other participants



- co-ordinate and advise enquirers on arrangements for celebration services (weddings, funerals, baptisms); provide administrative support for the Minister and other participants in arranging these services
- develop and maintain accurate and up to date church office information systems and procedures, with due regard to efficiency, ease of retrieval, confidentiality and GDPR requirements; these may include, for example, membership records, lists of office holders, records of meetings and services, correspondence, the music database, and group email lists
- retrieve and share information and prepare reports and other church materials and publications, co-ordinating with other contributors as necessary; these will include but not be limited to - weekly and additional orders of service, the membership directory, announcements, the prayer diary, welcome packs and the annual report and accounts
- contribute information and content for the for the church website and other communications channels, liaising with relevant staff and teams; prepare group communications as required
- organise and facilitate access for external building services eg small maintenance jobs, in liaison with Committee representatives
- manage the day to day running of the church office and maintenance of office equipment; order and store office supplies and consumables and check invoices for same
- adhere to the church's policies and procedures, including those regarding Safeguarding, Health and Safety and GDPR

This list is not exhaustive and responsibilities and ways to achieve them may change from time to time, within the scope of the purpose of this role.

2.5 Essential Criteria

Organisational skills: high level of administrative and office management expertise; able to proactively devise, implement and refine effective systems and processes and promote their use within a wider group; time management; multitasking and prioritisation; planning and delivery; accuracy and attention to detail

Communication skills: strong oral and written communication skills; proactive in identifying and meeting communication needs; able to listen, question and clarify; able to use range of communication media; responsive; adaptive to different audiences

Information management skills: high level of proficiency in MS Office (Word, Outlook, Excel, Powerpoint); able to create, maintain and share information systems, keep



accurate, up to date and secure records, and comply with GDPR and safeguarding policies

Interpersonal skills: teamworking; co-operative; empathetic; supportive; demonstrates discretion and sensitivity; adapts to meet different needs and styles

Committed to Fitzroy's Christian and inclusive ethos: models the values and behaviours consistent with Fitzroy

Decision-making and problem-solving skills: resourceful, adaptable and able to use own initiative, working with minimal supervision and flexing to meet changing demands; can work well under pressure; confident decision-maker with an understanding of when to refer

3 Main Terms of Employment

3.1 Probationary Period

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Manager and you should not consider your probationary period to have passed until such notification has been received.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

3.2 Place of Work

You will normally be required to work at Fitzroy Presbyterian Church. There will be some flexibility about working remotely if it is non-disruptive.

3.3 Hours of Work

You will be contracted to work 20 hours per week, which will include 3 hours on Sunday mornings. Start and finish times will vary in accordance with the programmes and events. You will receive appropriate unpaid rest breaks depending on the length of your shift and in accordance with the Working Time Regulations 1998, as amended.

3.4 Remuneration

The salary is currently budgeted at £14400 (depending on experience) per annum payable monthly by BACS as detailed on your pay statement.

3.5 Holidays

The holiday year begins on 1 January and ends on 31 December each year, during which you will receive a paid holiday entitlement of 23 days inclusive of public/bank holidays.



Entitlements are pro rata for part time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

Conditions relating to the taking of holidays are shown in the Peninsula Employee Handbook to which you should refer.

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Due to the nature of Fitzroy's programme, you may be required to work on some of these dates. You will be compensated by time off in lieu.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay. We may require you to take any outstanding annual leave entitlement during your notice period.

3.6 Sickness and Absence Pay

There is no contractual sickness/injury payments scheme in addition to Statutory Sick Pay. Conditions relating to the above are shown in the Employee Handbook to which you should refer.

3.7 Employer Notice of Termination

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of probationary period but less than 5 years' service - 1 month.

5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

3.8 Employee Notice of Termination

Under 1 month's service - Nil.

1 month to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

3.9 Pension and Pension Scheme

We operate a contributory pension scheme into which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Congregation. If you have any queries about your enrolment or if you wish to opt out of the scheme, speak to the Treasurer for further information.

4 Selection Process

4.1 Shortlisting

After the closing date, the first stage in the selection process will be to conduct shortlisting of completed application forms against the **Essential Criteria** as listed on the Person Specification. Applicants who have not fully demonstrated on their application form how they meet the **Essential Criteria** will not be progressed to the next stage of the process.

4.2 Interviews

Shortlisted candidates will be required to attend for interview on Wednesday 5 March. Given the difficulties in arranging interview panels, flexibility may not be possible. Applicants are therefore asked to indicate if the proposed interview date might cause difficulties — for example a pre-booked holiday or period when they will be out of the country. Reasonable adjustments will be made for interview where necessary and you will be invited to indicate any adjustments required if shortlisted.

Applicants will be advised following shortlisting if they are to be called for an interview.

4.3 Appointment

The appointment is subject to the production of original documents to demonstrate the legal right to work in the country, evidence of qualifications relevant to the application, a satisfactory AccessNI Check (criminal records check) and satisfactory references and Occupational Health clearance.

4.4 Start date

A start date will be offered to the successful candidate after their pre-employment checks are complete. If possible, a period of handover with the current postholder will be arranged.

4.5 How to Apply

Applicants should refer to the Job Description and submit a completed application form.

Applicants will be assessed at shortlisting on the basis of the information provided on the relevant section of the application form only. It is therefore essential for applicants to complete their responses as fully as possible, including specific relevant qualifications, making use of the space provided. Supplementary material such as CVs will not be considered by the selection panel.

4.6 Referees

Applicants are required to identify two referees, one of which should be their current or most recent employer. Referees will be approached after interview. You should not seek as a referee anyone who is related to you.

Application forms should be submitted to by 5pm on Monday 24 February 2025.