



Office Manager – Job Specification

The Church

Holy Trinity, Combe Down (*htcd*) is a vibrant and growing, 'Word & Spirit' Anglican church family of some 800 people of all ages, linked to the New Wine Network of churches, situated on the southern edge of the World Heritage City of Bath. Our members come from the local community, across the City, and beyond.

We believe that the church exists to continue and fulfil the ministry of Jesus. Our passion is to see people and communities transformed by Jesus, through the power of his Holy Spirit.

This vacancy comes at a very exciting time in the development of our church family. We have just refurbished our Trinity Rooms, near Holy Trinity, to provide space for our growing staff team, expanding children's & youth ministries, and for community use. We have also recently received final planning consent for a new Community Church in the Foxhill Estate part of our parish, which we aim to open by Spring 2011.

3 years ago, we sent out our first mission congregation, and have just launched an 'Emerging Generation' congregation in a neighbouring parish. 3 'Small Groups' meeting on the Foxhill Estate will form the core of a new congregation, led by our Community Worker, which will meet in the community church mentioned above.

We currently have a staff team of 15 –

Clergy

- Vicar - Paul Langham
- Curate

Pastoral & Ministry

- Senior Pastors
- Associate Minister (responsible for Trinity@Matt's and 20s-30s)
- Associate Minister (Foxhill ministries)
- Children's Worker
- Worship Coordinator
- Youth Worker

Admin & Support Staff

- Project Manager (Special Projects)
- Administrator

- Admin Assistant (Temp)
- Finance Officer
- Vicar's PA
- Caretaker

The Post

The **Office Manager** reports to the Vicar or, in the absence of the Vicar, the Church Wardens. Responsible for managing and overseeing the church office the position requires excellent interpersonal skills, the ability to manage multiple tasks, maintain confidential information, and to establish effective communication and relationships with church staff and members of both the congregation and local community. Excellent working relations with the Senior Pastors who also report directly to The Vicar/Church Wardens is key. You are required to be a member of **htcd** and need to be spiritually mature. You are expected to be PC literate with a good working knowledge of Microsoft Office including; Outlook, Excel, Word and PowerPoint and to have had experience in office and personnel management.

QUALIFICATIONS AND SKILL SETS

The position does not require any formal qualification or degree; however, a combination of education, training, and experience that qualifies you for the position is required which includes good literacy skills. In addition, the Office Manager must display the following:

- Ability to communicate tactfully and courteously with people of varied backgrounds, both orally and in writing
- Ability to plan, organise, coordinate, and set priorities using skills in independent judgment and decision making in order to meet deadlines and effectively serve church members and the community
- Knowledge in providing oversight through effective management and leadership to office staff and volunteers with differing levels of education and experience
- Knowledge of and experience in negotiating administrative matters
- Skill and ease in operating a personal computer, knowledge of database management principles, and ability to understand and use technology, including the internet, use of publisher and access to perform church administrative tasks, such as research, purchasing, or other electronic commerce activities including website and communicate office requirements to IT providers
- Ability to overcome obstacles and problems, to get things done

RESPONSIBILITIES

Staffing

The Office Manager will be the Line Manager responsible for the following persons/roles:

- Administrator
- Personal Assistant to the Vicar

- Administrative Assistant
- Finance Officer (in conjunction with Treasurer)
- Site Manager/Caretaker
- Project Manager (Special Project)

Church Office Management

In conjunction with the Vicar and the Wardens:

- Manage church office administration, including budgeting and strategic initiatives
- Train, organise, assign, and supervise volunteers for administrative office work
- Assist in selection of administrative and housekeeping staff
- Line Manage on a day to day basis all aspects of their roles and responsibilities in accordance with their specific job descriptions
- Oversee in conjunction with Site Manager, all procurement for the church, negotiate and manage contracts with suppliers for office supplies, cleaning supplies, and equipment necessary to the effective functioning of the Church and its associated buildings.
- Manage and administer office equipment and mail and in particular oversee all technology requirements
- Ensure that backup clerical support is provided when needed, including typing and printing orders of worship and programs for church services and activities and ministerial correspondence
- Establish procedures to ensure that the church office has adequate coverage and runs smoothly
- Ensure Health & Safety regulations are in place and that the required checks are adhered to ensure the safety of the employees, volunteers and members of the attending public
- Provide leadership to the Office Team

Core details

Start date: **As soon as Possible.** The post is permanent but probationary and mutually reviewable for a period of 6 months

Salary & hours: £24,000 - £28,000 (pro-rata) depending on experience
Hours to be agreed but not less than 25hrs per week

Review: The post is subject to annual appraisal arranged by the Staffing Group

Accountable to: The Vicar and Church Council

Holy Trinity, Combe Down, Bath is a registered charity no 1129554