

ST ANDREW'S

High Wycombe

Church and Facilities Administrator

If you are looking for a great team to work with in a wonderful church, enabling the smooth running of the administrative aspect of the church's life, then this role is for you.

St Andrew's is part of the Church of England, and the New Wine Network, and we are based in High Wycombe – nestled in the picturesque Chiltern Hills, only 25 minutes from central London by train.

Our vision is **to be God's transforming presence for High Wycombe and beyond**.

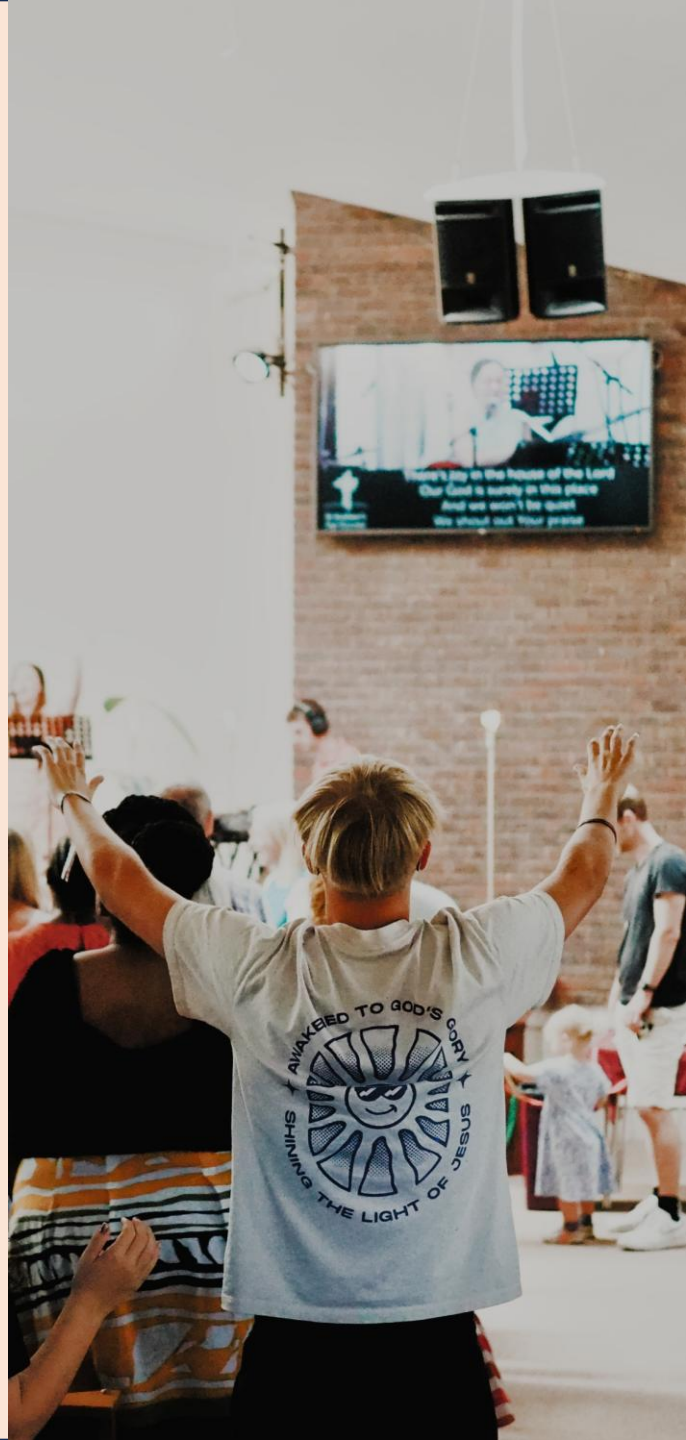
- **Reach** out to others meeting needs and sharing the good news of Jesus.
- **Equip** those in St Andrew's Church to grow deeper together and as disciples of Jesus.
- **Resource** the wider church and town by planting churches and encouraging and equipping local churches.

In 2020 St Andrew's was designated as a Resource Church in partnership with the Oxford Diocese with the aim of:

- planting new churches
- revitalising existing churches
- equipping and encouraging other local churches in our region

We have seen God do amazing things and look forward to all that He will do in the years to come.

To help you understand the dreams God has given us and the direction He is leading us, you can read more about our vision and values here.





To give you a better idea about who we are, below is a list of the things we have been involved in recently:

- ***The Noise***: a day for the community: including a free fun day at church and projects in the community.
- ***Other Family Events***: Light Party, Easter Eggstravaganza.
- ***Courses***: such as the Alpha course, the Marriage course and Parenting Courses including Parenting for Faith.
- ***Lighthouse***: Christian children's summer holiday club run between the churches for the town.
- ***Groups and Clubs***: Dads and Tots, St Andrew's Tots, Family Support Group, Renew Café and Playgroup.
- ***Termly Small Groups***: releasing new leaders and creativity.
- ***Mission Partners***: Practically supporting our Mission partners across the world and short-term mission trips.
- ***Missional Communities***: on mission together with a particular outreach focus.

You can see much more by looking around our website standrewshw.co.uk

To facilitate all this and more, we are looking for an enthusiastic and well-organised part-time Church and Facilities Administrator to help provide support within the Church office, working closely with the Operations Manager as part of a friendly and welcoming team.
Still interested? Read on…



Responsibilities

1. Financial Administration

Authorise and enter expense invoices in ExpensePlus and process payments; count, record and bank cash and cheque donations.

2. Bookings & Venue Administration

Respond to booking enquiries, manage the diary and ChurchSuite, and invoice regular and one-off bookings.

3. Weddings, Baptisms & Funerals

Coordinate availability, forms, keys, collections, invoicing and cleaning and prepare service paperwork, leaflets and certificates.

4. Parish Returns, Registers & Compliance

Complete parish returns, keep registers and the electoral roll up to date, and support DBS applications and the safeguarding dashboard.

5. Facilities & Site Support

Carry out regular first aid and defibrillator checks, book servicing, testing and inspections for a variety of equipment, undertake the annual church inventory and manage insurance, policy reviews, Office 365 and the photocopier contract.

6. Church Communications & Publicity

Monitor the office mailbox and phone; update the website and noticeboards; produce the weekly Mailchimp newsletter, social media and event publicity, create events on ChurchSuite and print and collate welcome packs, add newcomers to the database, and send welcome emails.

7. Meetings, Governance & the Annual Cycle

Support the Annual Parochial Church Meeting each spring, working with the PCC Secretary on forms and the annual report.

8. Staff & Ministry Support

Prepare the weekly service plan and Proclaim presentation, staff and speaker rotas, small groups administration and Sunday serving team rotas on ChurchSuite.

9. General & Ad Hoc Administration

Order supplies, keep attendance records, and handle ad hoc printing, folding, shredding and archiving.



Person Specification

Planning and Organising

- Has good time management skills, including an ability to set priorities between what is important and what is urgent, and uses effective tools to manage their workload.
- Has strong general administration skills, is confident managing bookings, events, facilities and communications, and stays calm under competing deadlines.
- Has excellent IT skills, with experience which will enable them to work with software like Microsoft Office Suite, Canva, Mailchimp, and ExpensePlus.

Innovation and Change

- Helps to identify and suggest new and better ways of doing things.
- Is flexible and able to cope with interruptions and the unexpected.
- Can take initiative to help identify potential upcoming work and gaps which need to be filled.

Drive for Results and Quality

- Has an eye for detail across admin, facilities, compliance, communications and ministry support, and is proactive in solving problems.
- Takes responsibility and accountability for resolving issues.
- Pays attention to the important details that could have a wider influence on the church.
- Has a creative side able to design eye-catching promotional material.





Personal Qualities

- To have a friendly and welcoming demeanour as you will often be the first person people meet when entering the building or picking up the phone.
- To have a level of personal and spiritual maturity in keeping with the nature of the work.
- To agree with the vision, values and aims of St Andrew's, High Wycombe.
- Trustworthy, accurate and discreet, able to hold confidences and keep appropriate boundaries (especially if you are a member of St Andrew's), with regular access to personal, financial and safeguarding-related data.
- Is self-motivated and proactive, and willing to take responsibility for completing tasks.
- Is a team player with good communication skills and a willingness to learn.

It would be helpful if you (non-essential)

- Have experience of working in a voluntary organisation.
- Understand the operation of the Church of England at a local level.
- Have experience of working with ChurchSuite, Facebook and Instagram, including Meta Business Suite.

Job Terms and Conditions

The Parochial Church Council (PCC) is the employer

Benefits: £15, 455 per annum. 5% stakeholder pension. 5 weeks paid holiday (pro rata) plus statutory holidays (pro rata). Location: St Andrew's Church, Hatters Lane, High Wycombe, HP13 7NJ.

The probation period will be six months (including a two week notice period within this time) after which the notice period is 3 months.

There is a Genuine Occupational Requirement (GOR) that the post holder is a practising Christian. You must be eligible to work in the UK.

Starting 2027.

Responsible to the Operations Manager.

Hours: 3 days / 22.5 hrs per week.

Additional Information

The appointment will be subject to obtaining a successful Enhanced Disclosure from the Disclosure and Barring Service and agreeing to the Ethos Statement for leaders in the church, reflecting our core values and mission. You are to attend weekly staff worship and meet regularly with your line manager and you will receive full training and support in both your professional role as well as supporting your own personal development in mind, body and spirit.



ST ANDREW'S

If this opportunity appeals to you or you simply want to find out more about it, please do contact Ant Dixon at ant.dixon@standrewshw.co.uk or 01494 529668. If you require this document in a different format, contact the church office on 01494 529668 or office@standrewshw.co.uk.

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