

# St John the Baptist Burscough

## FOLLOWING JESUS MAKING HIM KNOWN

### Role Description for Church Administrator

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#### Job Summary

Do you have the gifts and skills to help assist in making the church effective in its processes and better equipped to fulfil the vision of following Jesus and making him known? Are you excited about being part of a church with a heart for the local community and a longing for God's kingdom to come? We are looking for someone who loves Jesus and loves His church and to come and be part of our brilliant staff team at an exciting time in the life of our church. St John's is a lively, evangelical, charismatic, church with a faithful staff team, and a supportive & loving church family.

This essential role supports and facilitates ministry across all areas in the life of the church.

We also have a vacancy for a Finance Officer (Bookkeeper) for 3.5 hours per week – we would be open to one person applying for both positions (to create a combined role of 24.5 hours). More information on this role can be found on our website at [www.sjb-burscough.church/vacancies/](http://www.sjb-burscough.church/vacancies/)

#### Main Responsibilities

1. Be the first point of contact for St John's, dealing with enquiries by phone, post, email and face to face relating to Baptisms, Weddings, Funerals etc. hire of buildings, maintenance repair work, receiving deliveries.
2. To aid the smooth running of the administration of the church hall, office and No57.
3. Use ChurchSuite to maintain the church calendar, service rotas, address book etc.
4. Work with the Communications Team & Operations Manager to prepare & circulate communications in various forms including updates to the website and Socials in conjunction with the Communications Team.
5. Manage effective systems to ensure that all Occasional Offices (Funerals, Burial of Ashes, Weddings, Baptisms, Confirmations etc) are followed up and carried out as requested.
6. Maintaining the Baptism, Wedding, and Burial Register and Churchyard Plan.
7. Statutory reporting requirements: ensuring all appropriate returns are made to the Registrar and The Diocesan Office as required. Liaise with the appropriate church officers to facilitate these processes.
8. Oversee the hire/use of our buildings and maintain a record of all key holders.
9. Ensuring all filing systems (physical & electronic) and databases are kept in good order
10. Provide administrative support to the Parish Safeguarding Officer

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the post-holder and the Vicar and Operations Manager.

### **Who we are looking for:**

We are looking for somebody who will bring the relevant skills, experience and confidence to shape and fulfil the responsibilities of the role. It's essential that the person is a practicing Christian and able to support the ministry and mission of the parish.

We need someone who thrives when working in a team, who is a self-starter and able to prioritise and manage their own workload. You will work alongside our local church leaders, Staff Team, and the PCC Treasurer.

In terms of personal qualities, you will be someone who:

- has strong organisational skills and exceptional attention to detail
- can maintain confidentiality
- is able to work autonomously and within a team
- can be pragmatic and enjoys finding practical solutions
- has an ability to build strong relationships
- has excellent communication skills
- will deliver on expected outcomes
- has excellent time management skills

If this sounds like you, we invite you to apply for this exciting new opportunity, to shape and strengthen our parish, and developing excellence and contributing to our overall success.

### **What we can offer you**

- a flexible working arrangement
- opportunities to work some of the time from home
- as an employer we are committed to paying no less than the rates published by the Real Living Wage Foundation).
- generous holiday allocation
- appropriate training
- a supportive and collaborative working environment

### **Person Specification**

The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job unless otherwise specified.

*Each of the following criteria will be assessed via application form and interview*

|                       | <b>Essential criteria</b>   | <b>Desirable criteria</b>                 |
|-----------------------|---|---|
| <b>Qualifications</b> | Minimum of 5 GCSE (or equivalent) passes with good passes in English language and mathematics |   |
| <b>Experience</b>     | Experience in an administration or organisational role.                                       | Experience of working in a church setting |

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|                                   |   | Experience in communication & design   |
| <b>Knowledge and skills</b>       | <p>Excellent verbal and written communication skills</p> <p>Ability to handle a range of diverse tasks and prioritise according to demands</p> <p>Excellent organisation skills with an ability to work to deadlines</p> <p>Experience and confidence in using Microsoft 365 packages particularly SharePoint, Word, Excel (or similar)</p> <p>Willingness to learn new software to fit the role</p>  | <p>Experience of using ChurchSuite</p> <p>Experience of using WordPress</p> <p>Experience of using Canva/other graphic design tools</p> <p>Experience of using MailChimp</p> |
| <b>Personal qualities</b>         | <p>In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian, and we would expect our Church Administrator to adhere to our values as a church.</p> <p>Flexible work approach</p> <p>Ability to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact</p> <p>Approachable and dependable</p> <p>Ability to use own initiative</p> <p>Able to deal with difficult situations</p> <p>Positive and supportive member of a team</p> <p>To commit to attending St Johns</p> <p>Be able to maintain confidentiality</p> |  |
| <b>Work related circumstances</b> | <p>To have an understanding of, and be in sympathy with, the Church of England</p> <p>To be supportive of the mission and ministry of St Johns Burscough.</p>   | Some knowledge of the Church of England structures   |

**Closing Date for Applications:** 5pm Friday 10<sup>th</sup> April 2025

Please apply using our [online application form](#)

**Interview Date:** Thursday 16<sup>th</sup> April 2026

**For an informal chat for further information, please contact:**

Email: [office@sjb-burscough.church](mailto:office@sjb-burscough.church)

Phone: 01704 897852

This post will be recruited in line with the Parish Safer Recruitment process.

**Employer:** The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Burscough Bridge ("St Johns PCC")

**Salary:** 14,687.40 for 21 hours per week £24,479 p.a. full time equivalent based on 35 hour week, £13.45 per hour)

**Full/Part-time:** 21 hours per week – flexible working arrangements available

**Holidays:** 25 days plus bank holidays (pro rata for part time staff)

**Fixed period:** Permanent (subject to successful probationary period)

**Office Base/workplace:** St John's Church or 57 Liverpool Road North, Burscough

**Accountable to:** Operations Manager

**Support for:** Staff Team, Other Clergy, Church Wardens.

**Disclosure:** As you will come into contact with the general public in this role, an enhanced DBS certificate will be required.

**Confidentiality:** Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Vicar.

**Other Information:** The parish operates a no-smoking policy within the workplace.

**Terms and conditions of employment:** The Operations Manager will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. The post will be subject to an annual contract review. There will be a three-month probationary period, at the end of which there will be an appraisal. Thereafter, appraisals will take place at least annually. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Changes may occur over time, and the job holder will be expected to agree any reasonable changes to the job description that are commensurate with the job and in line with the general nature of the post. The job holder would be consulted about any changes before implementation.