

iSing POP



**PopUP Church
Administrator
Application Pack**

**POP UP
Church**

Job Description



Administrator

- Date:** April 2026
- Hours:** 25 Hours per Week (Full Year)
- Salary:** Band 4.1, Annual Basic: £18,070, FTE: £27,105
- Work Location:** Hybrid: Head Office 4 days (Tewkesbury) and WFH 1 day
- Holiday:** 25 days, 3 days at Christmas, plus bank holidays
- Volunteering:** 5 days (pro rata)
- Responsible to:** Office Manager

Role

The PopUP Church Administrator plays a key role in enabling the successful delivery of the PopUP Church initiative nationwide. Working closely with the Head of PopUP Church, the administrator is responsible for coordinating and managing the logistical aspects of the programme, ensuring that events and activities are effectively planned and executed. This includes organising resources, liaising with schools, churches and the iSingPOP team and supporting communication across the initiative. By providing efficient and proactive administrative support, the role will help to ensure the smooth implementation and growth of PopUP Church across the country.



Specific responsibilities

- To act as first point of contact for all enquiries and other communication from churches, dioceses and schools relating to PopUP Church.
- Process all applications that are received in relation to PopUP Church.
- Schedule dates and venues for PopUP Church training sessions.
- Book churches onto training sessions with Head of PopUP Church.
- Send out Welcome Packs to churches that have signed up for PopUP Church, including publicity.
- Have initial communication with the church team to establish their context and clarify the church's vision for PopUP Church.
- Meet with each participating school to explain the project package and wrap-around care provision.
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- Coordinate and schedule dates with churches, schools, the iSingPOP Project Leader and the Engineer.
- Schedule and support planning for follow-up events.
- Monitor completion of feedback forms following all PopUP Church related events and chase outstanding documentation.
- To ensure that all records of projects are kept up to date on the organisation database, including any correspondence between members of the team, school and church.
- Confirm that the churches have the necessary equipment to run PopUP Church and help resolve issues when needed.
- To undertake any further duties requested within the remit of this post.



Requirements of the position

The PopUP Church Administrator requires a positive, friendly and confident nature, able to liaise with schools, staff, church members and the general public. This position is a vital role within the organisation, the PopUP Church Administrator should be able to deal with a high-volume, varied workload, being flexible as well as organised, able to make appropriate priority judgements and ensure timely completion of assignments. Of particular importance is the capability for professionalism and accuracy of all aspects of this role, as well as being able to cope under pressure. The successful candidate will be an all-rounder, hard-working, well-motivated and able to take initiative and make wise decisions, in order to deal with the unexpected. They will have an 'easy' and approachable personality, be pleasant and courteous with excellent communication skills and an ability to relate well to all people including schools, churches and other members of the team.

Person specification

Essential:

- Excellent organisation, administrative and communication skills
- Be comfortable with selling on the phone or online
- Able to plan and organise your own work, working both independently and as part of a team.
- Ability to proactively build strong, healthy relationships with staff, schools, churches and diocese teams
- Problem solving ability and flexibility to multi-task and make adjustments to accommodate unanticipated changes
- Excellent IT skills
- Previous administration or bookings experience
- Understanding and awareness of safeguarding (training given) and confidentiality.



Other requirements

- Behave in a manner which is courteous, professional and honouring.
- Able to embody the vision, aims and values of iSingPOP and share them with a wide variety of people.
- To seek advice, clarity, and agreement, as appropriate, from Innervation, before embarking on any other role externally which could be seen to be in direct competition with, or negatively impact on, Innervation's work.
- An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm.

The post holder must be able to work within the ethos and mission of iSingPOP as a Christian organisation.

The position is subject to an appropriate level of DBS disclosure.

How do I apply?

If you would like to apply for this exciting opportunity please complete the application form found on our website www.isingpop.org/vacancies. Please send your completed application form to

lorraine.pearson@isingpop.com

Closing Date: 22nd May 2026

Interview Date: 5th June 2026





POP UP Church

PopUP Church is a monthly one-hour service designed for families, using familiar songs, engaging games, storytelling and creative prayer. It offers engaging and reflective worship that is simple to run and requires minimal preparation. It provides churches with an opportunity to continue the relationship between school and church, connecting with families in their community.

About iSingPOP

Throughout the scheme, every school, parish and home within the Diocese will have access to iSingPOP's digital resources and an opportunity to explore faith through our immersive in-person learning experiences and community events.

Physical Resources



The Main Event

Four-day teaching and performing brings school, church and community together



Workshop Days

A deeper delve into Christianity



Leavers Services

Memorable moments for children as they move on from Primary School.



The Pop Box

Hybrid physical and digital resource enables children to peer lead their own collective worship

Digital Resources



Classroom Worship

Fun-filled, weekly collective worship series



Prayer Activity

Weekly prayer activity for the classroom



YouTube

Fun, faith filled content for children at church, school and home



Music Platforms

iSingPOP worship songs for church, school and home

A message from our CEO

iSingPOP has been working with schools and churches for over 15 years; we have seen first-hand the importance of the partnerships between church and school. We are passionate about empowering and enabling people to explore, understand and worship; helping them gain knowledge of who they are and their place in this world.

We encourage and equip churches to welcome families, and this role plays a vital part in this exciting new venture.

As a team, we are innovative, creative and hardworking.



The mission

iSingPOP is Innervation Trust's (a UK-based charity) primary school **singing, performing and resourcing project**. We give thousands of children a chance to learn a fantastic set of specially written faith-based pop songs and perform a fun-filled concert in their local church.

We also create resources to enable schools and churches to explore and engage in Collective Worship. In line with the current SIAMS framework in schools, we focus on invitational worship, whereas in churches, we focus on confessional worship.

We work with church and community schools right across the country; however, we have an official partnership with the Church of England.

iSingPOP's vision

- To see seeds of faith sown and faith explored
- To enable the church to engage with the children and families in their community
- To share the love of God in church, school and home

Excellence Creativity **Flourishing** Team



Innervation Trust

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