



Application Pack:

Church Administration Officer – Job Share

Closing Date – 5pm on Friday 18th April

Introduction

Thank you for taking the time to apply for the administrative worker position at Wellington Presbyterian Church. We appreciate your interest in joining our team and your willingness to serve in this important role. Your skills and experience are valuable, and we are grateful for the effort you put into your application. We will carefully review all submissions and be in touch regarding the next steps. In the meantime, we sincerely appreciate your consideration of this opportunity and your desire to contribute to our church community.

Wellington Presbyterian Church is a congregation of the Presbyterian Church in Ireland with the following vision statement:

Wellington exists to see people, truly know Christ, understand the Word of God, and live for Him through the power of the Holy Spirit.

As a Kirk Session we have four core principles which we seek under God's guidance to fulfil.

Faithful teaching of God's Word

Seeking God through prayer

Gathering for edifying fellowship

Remaining gospel focused

Further information on the life and witness of the congregation can be found on our website www.wellingtonpc.co.uk/

In this pack you will find the job description and details of the selection process. If you have any queries, please contact Geoff Marshall (Clerk of Session) or James Millar (Personnel Committee Convenor)

Job Description – Church Admin Officer.

Job Title: 1 x Church Admin Officer – Job share

Reporting to: The Session Clerk / Church Secretary

Accountable to: The Kirk Session

Job summary:

To support the Ministerial team, Kirk Session and Congregational Committee by ensuring that the operational needs of the congregation, the management of church facilities and the oversight of administrative requirements of the church are coordinated through the church office. We are looking for an administrator to play a key role in coordinating our staff team and church community. This position is essential for ensuring smooth day-to-day operations and supporting the church's vision and mission. The administrator will be a central figure in our church family, helping to streamline communication and serving as a primary point of contact for information.

Main Duties:

Administration

- Liaise closely with ministry team and church staff members providing administrative support
- Manage the admin office and reception aspects of Wellington Presbyterian Church.
 - Maintain and manage church diary through Church Suite
 - Manage enquiries on arrangements for celebration services such as (weddings, funerals, baptisms); provide administrative support in arranging these services as required
 - coordinate weekly church activities, and “one off” special events in the church premises and liaise with caretaking team on requirements and volunteer teams in regards to requirements for catering, audio visual etc if required
- Provide admin support to maintain and implement HR and general office policies for volunteer administrative as guided by the Congregational Committee
- Act as receptionist for visitors during working hours and processing internal and external enquiries
- Provide support and maintain good working relationships with leaders of organisations, groups and individuals who use the facilities
- Provide admin support to maintain and implement HR and general office policies for volunteer administrative and ancillary staff as guided by the Congregational Committee

Communication:

- Assist in the planning for production of literature and documentation for promoting the purpose and ministry of Wellington PC.
- Communicate with ministry team and wider church team to maintain a centralised diary

Data Management:

- Support and sustain accurate, up-to-date church office data systems and procedures, prioritising efficiency, ease of access, confidentiality, and GDPR compliance.
 - Including but not restricted to, membership records, volunteer lists, lists of office holders, records of meetings and services, correspondence and compliance lists such as child protection records
- Support the preparation of reports for external organisations such as PCI and Charity Commission.

Finance:

- Support the Treasurer and Finance sub-Committee to maintain finance records, including but not limited to:
 - Weekly updating of memberships financial contributions through Church Suite
 - Process weekly invoices and delivery notes for payment
- Support Gift Aid Secretary with annual claims and associated documentation
- Support Freewill offering Secretary with timely planning and preparation of envelopes and associated documentation relating to giving within Wellington Presbyterian Church

Facilities and Estates:

- Manage and update the diary relating to the booking of the premises, facilities and equipment for services, organisations, meetings and special events
- Manage the weekly plan for opening and locking up requirements in conjunction with caretaking team
- Point of contact at the reception point for the church premises during office hours.
- Provide guidelines for users of facilities in relation to our commitment and their responsibilities
- Provide admin support to maintain record of checks required by law or by the church insurers and ensure they are carried out as required
- Manage ongoing planned maintenance arrangements with outside contractors as per agreed maintenance schedules

NB: As a job share role, the main duties listed will be shared between the 2 individuals who are employed.

TENURE:

The **role is one half of a job share** and is initially based on a three-year contract, which includes a six-month probationary period. The role will then be reviewed annually by Personnel group in conjunction with Kirk Session, with further contract extensions offered where appropriate.

TIME COMMITMENT:

*Post is one half of a job share and will require working hours of 12 hrs per week Monday to Friday**.* Weekly working pattern will be agreed on appointment with the Church Secretary to ensure that the church office is operational for 5 days/week.

** On some occasions afternoon/evening/weekend work may be required to facilitate church events.

SALARY:

Starting salary will be between £7700 - £8200 for 12 hours per week, per annum, depending on skills, attributes and experience.

LOCATION:

Successful candidate will be based in Wellington Presbyterian Church, Ballymena which is located at 28 Sourhill Road, Ballymena BT42 2NB.

CHILD PROTECTION:

The successful candidate will be required to fulfil the requirements and standards of the PCI's child protection policy.

ACCESS NI:

Post holders will require to have successfully completed Access NI vetting. Details can be found at www.presbyterianireland.org/safeguarding

The person's appointment will be conditional on positive vetting for Protection of Children and Vulnerable Adults (POCVA) through the Presbyterian Board of Social Witness.

RETURN OF APPLICATION FORM.

Please complete and return **application form** and **equal opportunities form** to John McClintock (Church Secretary) at wellingtonpresbyterian@gmail.com or in an envelope addressed to John McClintock, Wellington Presbyterian Church, 28 Sourhill Road, Ballymena BT42 2NB by 5.00pm on Friday 18th April 2025.

The following specified criteria will be used to assess applications for the post, and applicants are asked to provide evidence where appropriate:

Criteria ** These areas will be used for shortlisting purposes.	Essential Those qualities which are essential to perform the job	Desirable Those qualities which allow the job to be performed to the optimum level
Work Experience **	A minimum of 2 years' experience working in admin.	At least 2 years experience of managing staff/volunteers. Experience of managing staff or volunteers
Education/Qualification **	5 GCSEs (or equivalent including English/Maths at grade C or higher)	A relevant managerial or HR qualification
Skills/Abilities e.g. analytical skills, computer skill	<ul style="list-style-type: none"> ● Office Management skills ● Proven ability in Team work and leadership skills ● Organisational skills ● High level of proficiency in use of office based software IT skills (e.g. Microsoft Office) 	Event Management Experience Experience with financial packages.
Personal Details e.g. leadership, flexibility, team working	Evidence of Good communication & interpersonal skills Reliable, determined, responsible, flexible and accountable Self-motivated, willing to adapt	
Other Circumstances Special Conditions that apply to the job	Willing to work within the Christian ethos of the Presbyterian Church in Ireland and the ethos of Wellington Presbyterian Church as described in introduction page of this document.	

Selection Process.

Application Form

Applicants are asked to complete all sections of the application form and the Equal Opportunity Form and submit these by the closing date.

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.

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.

Interviewing

Shortlisted candidates will be required to attend for an interview following shortlisting. Interviews will take place on a weekday evening at Wellington Presbyterian Church.

Applying

Applicants should refer to the Job Description and submit a completed application form. Applicants will be assessed at shortlisting based on 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 spaces provided. Supplementary material such as CVs will not be considered by the selection panel.

References

As an applicant you are required to identify two referees, one of which should be your current or most recent employer. Referees may be approached during the application process.