

‘All for Jesus’

Job Advert: Serving and Support Administrator

In the heart of London’s West End, All Souls Langham Place is a conservative evangelical Anglican parish with a large and diverse congregation. Centred on All Souls Church, our ministries operate out of multiple locations around the parish. We want God to use our rich inheritance, our exciting location and our diverse membership in the extension of His Kingdom. This is reflected in our church vision: ‘All for Jesus’.

Having moved most of our worship and ministry activities online over the past year, we are now planning the restart of our live services and ministry activities in 2021. This is an incredibly exciting time for the church, as we look forward to seeing each other face to face, as well as keeping in touch with our new ‘Friends of All Souls’ who reach us digitally from around the world.

The role

As part of the Admin Team working under the head of the Admin Team, the Database and Administration Manager, the Serving and Support Administrator is responsible administering the recruitment of church family members into serving partner (volunteering) roles. This will involve getting to know and working closely with church family, ministers and staff.

Serving Partners fill a wide range of regular and one off roles, so the postholder will work closely with the CA and Events coordinator to make sure that serving roles are filled in a timely manner.

The postholder will also provide support for a range of other administrative areas, including events, database management and seasonal ministry needs. These tasks will be set and supported by the Database and Administration Manager.

The post holder will also participate in and regularly lead weekly staff prayer and fellowship groups.

(Please note this post will run for approx. 6 months without the Database and Administration Manager who is on maternity leave. The Director of Operations will provide interim support)

Person Specification:

Attribute	Essential	Desirable
Education/ Qualifications		<ul style="list-style-type: none"> Graduate or equivalent relevant work experience and knowledge
Proven Skills	<ul style="list-style-type: none"> Experience of volunteer management Excellent administrative skills Excellent overall IT and computer skills Excellent word processing skills 	<ul style="list-style-type: none"> Use of ChurchInsight™ databases
Personal Qualities	<ul style="list-style-type: none"> A Christian committed to the evangelical stance and mission of All Souls Church Excellent interpersonal skills with the ability to communicate effectively both orally and in writing to people from a variety of cultural backgrounds Ability to communicate to large or small groups Excellent organisational and time management skills which demonstrate a structured approach with attention to detail, and an ability to prioritise and use initiative to balance the various demands of the job A hard worker with a servant-heart A customer service focus A flexible team player 	

Key tasks:

Serving Partner (volunteer) Coordination: (21 hrs pw)

- Run the established processes and systems that support the administration of Serving Partner (volunteer) recruitment, with particular attention to safer recruitment procedures
- Act as point of contact for parish serving (volunteering) enquiries.
- Work with the Rector's PA to ensure serving partners meet the right safeguarding requirements.
- Work with practical serving area team leaders to develop training and induction for church members joining teams.
- Responsible for training (or arranging training) for practical serving area team leaders.
- Liaise with the Events and CA Coordinator (and other stakeholders) to ensure serving partners are available for events.
- Act as point of contact on Serving Partner support with other parish charities

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- Where necessary link team leaders to a ministry team member or small group leader for pastoral support.
 - Along with other members of the staff team provide general support and backup for ministry activities during the year.

Other vestry support tasks: (14hrs pw)

- Under the direction of the Database and Administration manager, and along with other members of the admin team, help provide a range of administrative support to the staff team including:
 - Event administration
 - Database administration
 - Support for individual ministries on a seasonal basis

Application Details:

There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.

Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls

Department:	Support
Team:	Admin
Salary:	£25382pa, inclusive of London allowance
Location:	Normally in and around the parish of All Souls. <i>(Under current lockdown restrictions the role will be adjusted to reflect current lockdown conditions. All Souls is currently reviewing post-lockdown flexible working options)</i>
Reports to:	Database and Administration Manager
Hours:	Full time. Very occasional evening shifts may be required
Annual Leave:	25 days plus bank holidays
Notice period:	1 month

For informal enquiries please email the Director of Operations on: monty.erskine@allsouls.org

Application closing date: Friday 19th February

1st Interviews (Online): Week commencing 22nd Feb

2nd Interviews: By arrangement

Start Date: As soon as available

Completed Applications should include:

- A completed application form
- A CV
- A covering letter explaining why the role is of interest to you and why you are suitable for the position

Please submit completed application documentation together to: recruitment@allsouls.org

We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.