

Role Title:	Administration and Communication lead
Role Overview:	A key role in facilitating the vision of St John's Church in developing our media and administration for our growing New Wine church in Colchester.
Purpose:	To support the ministry of St John's church by providing admin support to the church membership and staff by managing the admin tasks including but not limited to responding to emails, phone messages, volunteer teams, updating our churchsuite database and bookings and to develop and grow our social media, website and other media to promote the work and ministry of St John's.
Location:	Because of the nature of the work, you will be required to work from St John's church office. In consultation some work can be carried out remotely.
Responsible to:	The Operations Manager and Executive Assistant (OMEA) and Vicar
Wider brief and fit with the organisation:	As the Admin and Comms Lead, you play a central part in the day-to-day life of St John's. You will be relating to members of staff, church members and the public. You will need to juggle competing demands and enjoy working in a dynamic and varied environment.
Core responsibilities:	
Developing our communication both internally and externally	You will have the opportunity to develop our comms, both internally, including everything from our weekly News Sheet, video notices, internal reels and externally including social media, website and other media streams.
Sunday team support <i>Building Great Teams</i>	To intentional manage Sunday teams in consultation with the staff team, including welcome and refreshments, preaching, leading and others as required.
Sunday team support – Worship	To support the team in preparing for Sunday which could include uploading songs to our Song Management software, updating information on our website and posting clips onto social media.
Occasional Offices	Managing all details of baptisms, weddings and funerals, liaising with clergy, funeral directors, vergers, and musicians. Ensuring fees are paid and records kept appropriately.
Managing bookings and operations support	Supporting the OMEA in managing the day-to-day operation of the bookings and events for both the community centre and Church Centre. Including assisting with bookings, invoicing and managing cleaning rotas as required.
Social media and Comms	The delivery of our communication strategy which could include social media, updating our website, production of our weekly News Sheet and other publicity as required.
Finance admin	Assisting the OMEA with finance admin where required. Ordering admin and church supplies as required.
Overseeing the office	You will ensure the office is open and create a 'culture of welcome', including answering phone calls, emails and welcoming guests.

Main Duties	General Administration duties as required including the production of APCM documentation, filling in of Diocesan return information and updating registers.
General	<ul style="list-style-type: none"> • Team responsibilities include attending staff prayer meetings and team meetings as agreed. • Attending church events and gathered prayer meetings as part of the staff team • Participate and contribute to regular line management meetings • Commit to personal development through reading and training • Attend staff retreats • Undertake any other duties that may be reasonably required
Opportunities to Develop / Training:	We will support you in any training you require, we will also encourage attendance at New Wine festival or conferences.
Terms and Conditions	<ul style="list-style-type: none"> • Initially 20-24 hours a week spread over a minimum of 4 days. This could increase if need arises. • We are open to hybrid /flexible working but will require a presence in the office at least 3 mornings a week (10am-1pm) • We are also open to flexible working, for example working fewer hours during school holidays. • Being part of the St John's community is essential to fulfil this role, with regular Sunday attendance. There is a genuine occupational requirement for the post holder to be a Christian and support the beliefs and practices of the Church of England • There will occasionally be the requirement for evening and weekend work. (for which time off in lieu will be given) • £26,200 -£29,500 pro rata (based on a 40 hour week) • 4% pension contribution. • 31 days (pro rata) including bank holidays and 3 days to be taken between Christmas and New Year. • We will consider a job share • A Basic DBS will be required

Qualifications & Skills

- Proven experience in administration or communication roles.
- Strong organisational and time-management skills.
- Excellent written and verbal communication.
- Proficient in ChurchSuite, Canva and Microsoft Office.
- Ability to work independently and collaboratively.
- High level of discretion and professionalism.