



JOB DESCRIPTION

Ministry Assistant (Administration and Operations)

St Luke's Church, Blackburn

Fixed term 6 months with the possibility of extension

Post Title:	Ministry Assistant (Administration and Operations)
Post Hours:	16 hours/week
Pay:	£10.50/hour
Location:	The post holder will be based at Church House, Cathedral Close, Blackburn, BB1 5AA. This is a temporary office space while St Luke's Church building is being refurbished. The role will then move to St Luke's Church, Bank Top, BB2 1TA
Responsible to:	Operations Manager, St Luke's Church, Blackburn

Job purpose: To provide administrative support to the Church Leaders and the Operations Manager at St Luke's church, and to assist with the smooth running of church activities.

As a faith-based organisation and a place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment where multi-tasking, sound decision making, self-motivation and discretion are essential. The post-holder will need proven organisational, administrative, communication and interpersonal skills.

Main duties and responsibilities:

- 1) To provide administrative support to the team, including monitoring the church email inbox and allocating as appropriate.
- 2) Help ensure expenditure is coded correctly in the spending software, Soldo, and is reconciled on Xero, our accountancy software.
- 3) Pay bills and undertake finance administration including assisting the team with purchasing items and booking/organising travel arrangements for staff and events, such as weekends away, retreats etc.
- 4) To ensure the team is compliant with relevant legislation affecting the operation of the church e.g. health and safety, food hygiene etc.
- 5) To update the church database (Churchsuite) with details of new members and be the main point of contact for managing ChurchSuite.
- 6) Take minutes and actions at team meetings (including putting dates in diaries, using Microsoft Teams and Outlook).
- 7) Assist the Safeguarding Officer with safeguarding administration and completion of the DBS/safeguarding process.
- 8) Assist in preparing the documents needed for Parochial Church Council meetings.

- 9) Contribute to team outreach activities i.e. production and delivery of Christmas hampers, joining a street team group etc.
- 10) Support the Operations Manager in maintaining and updating the St Luke’s website and the ‘A Church Near You’ page.
- 11) Ensuring confidentiality is maintained at all times. This includes managing both online and paper documents in an appropriate way and developing a working knowledge of GDPR compliance and practice.
- 12) Writing and sending the weekly church communication email and text messages.

Background: St Luke’s is an Anglican parish church in the Bank Top area of Blackburn. The church is currently holding its Sunday gatherings at St Wilfrid’s Academy in Blackburn whilst it undergoes a £1 million building project to build a new church hall and renovate the church building. A new church team has recently relocated to Blackburn to lead the mission and outreach from St Luke’s.

St Luke’s is part of the Diocese of Blackburn which represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough. The diocese covers an area of 878 square miles with a population of 1.3 million. Across the wider diocese there are 281 Churches, with around 250 vicars and 230 licensed lay ministers.

The team at St Luke’s is focussed on working with Jason Gardner (Vicar) and Rachel Gardner (Youth Resourcing Lead) to bring about a new chapter for St Luke’s and the local community. A strong relationship has been built with the local high school, St Wilfrid’s Academy, this has laid the ground for a renewed vision for reaching and discipling young people within the Blackburn area. As a Youth Resourcing Church, the location of St Luke’s, at the heart of the Diocese of Blackburn, is essential for having an impact right across the diocese.

The vision of St Luke’s is threefold. It wants to be:

- A thriving multi-generational church, empowering people of all ages to reach and disciple emerging generations from amongst those who have no or little existing contact with the Christian faith.
- An equipping Church providing new vision and resourcing for churches across the diocese to reach and disciple young people.
- A multiplying church with an established network of church planters across east Lancashire.

Person specification:

Criteria	Essential/Desirable	How this will be assessed
Training and qualifications		
A good level of literacy skills necessary to produce newsletters, minutes, letters, emails etc	Essential	Application
Maths and English to GCSE Grade ‘C’ or above / equivalent	Essential	Application
Skills and competencies		
Excellent organisation and administration skills able to meet deadlines and manage workload	Essential	Application, exercise and interview
Ability to forward plan, anticipating the needs of the team and managing diaries	Desirable	Application and exercise
Ability to use Microsoft Office applications	Essential	Application
Experience of balancing demands in a busy office	Desirable	Application and interview

Ability to maintain confidentiality and sensitivity of personal and financial information	Essential	Application and interview
Excellent teamwork skills, flexible, co-operative, supportive and able to contribute to team goals	Essential	Application and interview
Personal attributes		
Skilled problem solver able to consider options and make decisions that will benefit the church	Essential	Exercise and interview
Excellent teamwork skills, flexible, co-operative, supportive and able to contribute to team goals	Essential	Application and interview
Strong written communication skills able to draft well-presented communications i.e. weekly updates, social media, newsletter, website text	Essential	Application
Able to take initiative to ensure the smooth running of the administration within the church	Essential	Application and exercise
An eye for detail	Desirable	Exercise
Sense of humour – which goes a long way in the team at St Luke's	Desirable	Interview

Terms and conditions:

The role holder will be employed by St Luke's church, Blackburn. The detailed terms and conditions will be contained in the Contract of Employment.

Salary - £10.50 per/hour paid monthly by direct transfer. Remuneration will be reviewed annually.

Hours – 16 hours per week. The role holder may be required to work additional hours to meet the reasonable requirements of the role. They will be eligible for time off in lieu for attending meetings outside normal office hours (which may include evening and weekends).

Pension – There will be a pension scheme available to you.

Probationary period - The role will be subject to completion of a satisfactory 3-month probationary period; appraisals will take place annually thereafter.

Annual leave - Annual paid holiday entitlement is 25 days pro-rata (exclusive of bank holidays). Leave should be arranged in advance with the Vicar/Operations Manager, bearing in mind the particular demands of church activities.

DBS – An Enhanced DBS check is required for this role.

Safeguarding – St Luke's church is committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake the Diocesan Safeguarding training course as well as undergo a DBS check.

Diversity – St Luke's church is committed to equality of opportunity for all and applications from individuals are encouraged, regardless of age, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief.

References – Appointment to the role will be subject to receipt of two satisfactory references.

Right to Work checks – The successful candidate will need to provide documents to show their eligibility to work in the UK.

Occupational Health check – An occupational health check/survey will be sent to you before your role is confirmed.

Note - Flexible working arrangements may be considered including occasional working from home. The team currently works Sunday through to Thursday, with Sunday's based at church and Monday to Thursday in the office. Team meetings are held on a Monday afternoon and everyone is asked to attend. There is no expectation for the role holder to join St Luke's church congregation however, they are encouraged to visit in order to experience a Sunday gathering and meet the church members.

How to apply:

Thank you for taking the time to read this job advert, the St Luke's team hope you are now planning to apply to join the team.

To apply for this role, please send a CV and covering letter explaining why you have applied and what skills and experience you will bring to the role to Rebecca Martin (rebecca@welcometoslukes.org).

The deadline for applications is Tuesday 14th December with interviews planned for the first week of January.

If you would like an informal conversation about this post, please contact Rebecca Martin on 07399 219018 or rebecca@welcometoslukes.org.