



ADMINISTRATOR

INFORMATION PACK

We are looking for an organised, enthusiastic administrator to join the Operations team to give specific oversight to our booking management, front of house presence and general administration.

This pack includes information

- who we are looking for
- about us
- about living in Oxford
- about how to apply
- about this job (terms and conditions, job and person description, our Statement of Christian Ethos)

Might God be calling you to join us?



Thank you for your interest in the Administrator role at St Andrew's. We hope you find the enclosed material helpful in telling you a bit more about the church and the job. If we can help in any way, please get in touch with us on hr@standrewsoxford.org.

Who we are looking for

As the mission and ministry of St Andrew's evolves and a renewed vision emerges in which we focus on lives transformed by Jesus in our communities, we are advertising for an organised, enthusiastic administrator to join the Operations team to give specific oversight to our booking management, front of house presence and general administration.

We have a wonderfully busy church building that is used to facilitate our own church work and by local charities and groups. We would love to expand and develop the way that we use the building and to develop integration and overlap between community groups and the church family. It is a varied role with an emphasis on working with people, administration and organisation.

The team you will join

There are a number of teams of which you will be a part. Firstly, you will be a part of the Operations team. This team is led by the Operations Manager and is made up of a Facilities Manager (post vacant), Communications Manager (post vacant) and a Caretaker. We have recently reshaped this team to support the changing work of the Operations team and to better support the staff team, ministry leaders and congregation.

Within the Operations team you will work closely with the Facilities Manager. The administrator will be in charge of the many bookings (internal and external) that occur every day but they will need to work closely with the Facilities manager on various aspects of the booking process like set up, cover for lock up/unlock, verges cover etc. The administrator will therefore be the key liaison point for community users and groups and will be "the face" of St. Andrew's for many users.

Secondly, you will be part of the wider staff team. We pray for one another, we support one another and we help each other to achieve our purpose, and lead our ministries. We meet weekly as a team for worship, encouragement and teaching; and daily for prayer. We want to have fun together, in a mutually supportive environment, as we follow Christ.

In this post you will also be working closely with volunteer ministry leads and external users of the building.

Thirdly, you will be part of the team which is the body of Christ in St Andrew's. We are a family that are committed to:

- Worship God wholeheartedly
- Live the Bible as we allow God to change us
- Love one another
- Share Christ with our friends, city and wider world
- Give generously of what we have and who we are.

Purpose of post

We are looking for an organised, enthusiastic administrator to join the Operations team to give specific oversight to our booking management, front of house presence and general administration.

About living in Oxford

Oxford is both ancient and modern, with a thriving international community. Medieval university buildings co-exist with lively arts venues, good sports facilities, bustling shops, and great places to eat. St Andrews Church is north of the city centre and south of the lively suburb of Summertown and Cutteslowe is just north of Summertown.

University students contribute to its vitality and there are countless musical, dramatic, academic and sporting events open to everyone. We have close relationships with several other big, lively churches and share a number of initiatives with them in the city.

There are good road and rail links to the major centres of London and Birmingham (within an hour's journey). The Chiltern hills and the Cotswolds are within easy reach and there is an abundance of green space with many riverside walks to explore. Whilst accommodation in the centre of town can be expensive, there are many more affordable areas around or just beyond the ring-road which are well-served by local buses and cycle networks.



About us

St Andrew's is a lively Anglican church based in North Oxford, embracing the spectrum of the evangelical tradition. Our four congregations welcome around 500 people (children, teenagers and adults) Sunday by Sunday, who are drawn from the locality, the wider city, and beyond. We also have a lively mid-week programme of house groups, prayer meetings, and diverse ministries which serve church members and the wider community.

Our strapline is "Growing God's Family" and we recognise that only comes through a dependence on prayer and staying rooted in Christ.

Our vision is to see lives changed by the love and life of Jesus and we believe we will see that through transforming communities, developing leaders and growing churches.

Person Description

1. You will be committed to growing in your faith and will be able to organise your time to include space for both personal prayer and corporate worship.
2. You will be willing to be a committed member of St Andrew's and play a full part in its life.
3. You will enjoy working with people and have strong customer service skills.
4. You will have excellent communication skills - oral and written - and the ability to communicate effectively with a wide variety of stakeholders.
5. You will have excellent organisational and administrative skills
6. You will have the ability and experience to prioritise and manage an unpredictable workload
7. You can demonstrate an ability to successfully manage volunteers
8. You will have the ability to successfully work on your own or within a team setting.
9. Educated to at least A level standard or relevant work experience

10. You will be proactive, resourceful and have a great sense of humour.
11. You will be flexible, happy to undertake routine work where necessary, and be reliable in all that you do.

There is a genuine occupational requirement that the appointee to this post should be an evangelical Christian with a firm faith, able to recommend Christ from personal experience of His grace, as stated in the attached Statement of Christian Ethos.

Accountability

The post-holder is responsible to the Operations Manager for her/his day-to-day work.

Duties and responsibilities

1. Bookings Management - you will act as the first point of contact between the community and the church for bookings and events.

You will be responsible for:

- promoting the use of the church building within the local community and to maintain and develop positive relationships with users, encouraging continuity and new bookings.
 - liaising with ministry leaders to ensure that church bookings are in the diary and following up any questions and concerns; managing any diary clashes.
 - managing the booking process from initial contact through to the event itself and making sure guidelines and procedures are followed, booking systems are updated and income is collected and recorded.
 - working closely with the Facilities Manager to ensure that they are aware of set ups etc
 - being available to cover occasional events in the evening or weekend
2. General Administration - this will include but is not limited
 - To support the Safer Recruitment process and Safeguarding training
 - To support, train and recruit the reception team and help them deliver a friendly and efficient front of house function
 - To cover reception duty as and when needed
 - Service and ministry support
 3. Be a member of the staff team and take part in staff meetings (including prayer meetings)
 4. Participate in the in-house training provided by the church and to pursue any other appropriate personal and professional development.
 5. Undertake such other tasks as may be delegated by his/her line manager.

Terms

This post will be a permanent contract the first 6 months of which forms a probationary period, after which 3 months' notice is required on either side.

The employer is the Parochial Church Council of St Andrew's Church, Oxford.

The post is Part Time 20 hours per week. The post holder will, on occasion, need to work flexible hours including evenings and weekends.

Salary package from £20,000 - £22,000 pro rata (dependent on experience). The church also pays 10% of salary into a pension.

Holidays - twenty five days plus eight statutory bank and public holidays pro rata (or time in lieu).

Start date: ASAP

About how to apply

The application form can be downloaded from our website www.standrewsoxford.org or obtained by emailing hr@standrewsoxford.org.



St Andrew's Church

Statement of Christian Ethos

We have sought to encapsulate the ethos of St Andrew's Church in our strapline, 'Growing God's Family'.

All that we do is based on our corporate belief in the good news of God's saving love in the life, death and resurrection of Jesus Christ and in His call to share the good news in our own city and throughout the world. We want to 'grow' Christians by helping those who do not yet know Jesus to come to know Him and by helping those who already know Him to grow in maturity in their faith.

We take as the model for our corporate life Jesus, the Word of God, 'who became flesh and lived for a while among us (John 1: 14). We believe in God's call to embody his Word for our own generation: by our lifestyle as a church and as individuals, by the clarity of our communication of the Word of God, and by the indissoluble continuity between our beliefs, our lifestyle and our words.

The way in which we do our work as a church is the demonstration and authentication of the ethos by which we live. As an organisation, we accordingly rely on God, as we turn to Him in prayer, to empower us by His Holy Spirit to carry out His work in the world in a way which is characterised by the values laid out in His word:

- **Faith:** We uphold the Bible as the inspired word of God, which not only gives us the assurance of God's love and forgiveness through Christ but also gives us a definitive guide for a lifestyle which is pleasing to Him. This includes a *value for all people of all races, ages, and conditions*, whom we believe are made by God in His image; a *concern for the well-being of all people*, whom we believe God wants to be whole human beings and to flourish; *concern for the well-being of the family*, as a God-given social unit, including an equal value for and celebration of celibacy and faithful heterosexual marriage as the only God-given lifestyles; *integrity* in all areas of life, from business practices to personal relationships; *transparency* about our beliefs and practices; and *accountability* to God for the use of the resources which He gives us. It is crucially important to us that all those who represent our ethos to the outside world share our faith and uphold the imperative to live by it.
- **Hope:** In the hopelessness of a world where wars, disasters, illness, poverty, the dissolution of relationships and the breakdown of society are commonplace, we believe that the love of God brings hope and renewal and that He uses the prayers of His people for good in the world. It is crucially important to us that all those who represent our ethos to the outside world are themselves inspired by this hope and can communicate it from a basis of personal experience.
- **Love:** we believe in the imperative to love one another. This will shape our corporate and individual relationships, both within the church and within the wider community. It will be worked out within our church family by encouraging and serving one another, forgiving and forbearing with one another, and putting each others' needs before our own as we help each other to grow as Christians. It will be worked out as we seek to serve the world in mission, in various areas of social service, and in working for the promotion of God's values, including justice, truth and value for individuals within society. It is crucially important to us that those who represent our ethos to the outside world will engage, in all prayer and humility, in what is undoubtedly a sacrificial and difficult calling: to love as Jesus loved, through the power of His Holy Spirit.