

## OPERATIONS ADMINISTRATOR AT ST MARY'S CHIPPING NORTON

### Overview

St Mary's is a growing parish church, committed to Word and Spirit ministry. Our stated mission is "*Living in God's love, Living out God's love*". It is an exciting place to be, with steady growth, huge community engagement and a real drive to continue in our mission in creative and innovative ways. St Mary's Church works very closely with The Branch Trust, a charitable organisation which grew out of the work of St Mary's ([www.thebranchtrust.org](http://www.thebranchtrust.org)).

To facilitate that vision, we are seeking to employ someone who will enjoy playing a full part in our church life while particularly focusing on supporting the work of our Outreach Ministries and helping to establish our Parish Nursing Ministry. This role is ideal for someone with strong administrative skills, excellent attention to detail, and a heart to support the life and mission of the church through behind-the-scenes work.

### Job terms and conditions

Job Title:	Operations Administrator for St Mary's Church, Chipping Norton
Place of work:	The Branch, 16 Market Place, Chipping Norton, OX7 5NA
Working Hours:	24 hours per week (or 27 if including comms element). These will generally be worked within normal office hours (8.30am-5.30pm).
Salary:	£13.50 per hour
To report to:	Vicar Parish Nurse
Employer:	The PCC of St Mary's Church, Chipping Norton
Contract Term:	Three years (the appointment is linked to external funding, there may be an opportunity to extend beyond this subject to additional funding)
Start date:	February 2026
Annual Entitlements:	5.6 weeks holiday pro rata

## Purpose of the Role:

To provide high-quality administrative support to the outreach ministries of St Mary's Church, in particular the Parish Nurse, the Christians Against Poverty (CAP) Life Skills programme, and the CAP Debt Centre. The post-holder will contribute to the effective delivery of these ministries and help ensure excellent record-keeping, communication, and coordination.

This role is ideal for someone with strong administrative skills, excellent attention to detail, and a heart to support the life and mission of the church through behind-the-scenes work

## Core Responsibilities (time allocations are estimates):

### Parish Nurse Ministry Support (60%)

- Provide administrative support to the Parish Nurse to enable the smooth running of clinics, home visits, and community health initiatives.
- Assist with appointment scheduling and coordination with relevant church & Branch teams.
- Maintain accurate and confidential records, ensuring compliance with Parish Nursing, GDPR and safeguarding guidelines.
- Support the recruitment and coordination of staff and volunteers involved in the Parish Nurse ministry, acting as DBS verifier.
- Liaise with external health professionals, local authorities, and community groups to support integrated care.

### Outreach Ministries Support (10%)

- Work alongside the CAP Life Skills Manager and Debt Centre Manager to support the development and day-to-day administration of their ministries.
- Assist with publicity, volunteer coordination, participant records, and monitoring & evaluation processes.
- To support the development of any further church Outreach Ministries.

### General Administration (30%)

- Respond to general enquiries by phone, email, and in person, offering a warm and professional welcome and handling confidential or sensitive matters appropriately.
- Coordinate transport arrangements for older adults participating in church programmes or receiving support from outreach ministries.
- Manage the use and booking of Parish Rooms (booking of rooms for outreach, church and other ad-hoc activities, using ChurchSuite, liaising with the Finance Administrator & Branch Administrator regarding invoicing and ensuring premises are kept serviceable – e.g. arranging periodic checks including PAT, Fire Extinguishers and First Aid boxes and checking stocks of cleaning products, stationery etc.).
- Maintain both paper and electronic records in accordance with Church of England guidelines, legal requirements, and data protection regulations (e.g. safeguarding, policies, risk assessments, etc.) produce annual admin reports for PCC.
- Coordinate occasional induction of new staff.
- Support reception duties at The Branch, providing occasional cover when needed.
- Liaise with Parish Safeguarding Officer and promote the safer recruitment of volunteers
- Liaise with The Branch Trust Volunteer Coordinator regarding volunteer training and recruitment.
- Attend weekly staff meetings and actively participate in team worship.

*Communications and Publicity (this discrete 3hr/week element of the role would be offered in addition to the core 24hrs/week depending on the successful applicant's previous experience and skills)*

- Produce weekly *Mary's Matters* news e-mail for church family (using MailChimp – training can be provided)
- Produce ad hoc posters for publicity (currently using Canva)
- Produce publicity for events in a form suitable for posting on Social Media and/or projection on Sundays
- Produce annual 'Benefice Year-card'

## Areas of Accountability:

- Uphold and reflect the Christian ethos and values of St Mary's Church in all interactions.
- Deliver administrative services to a high professional standard.
- Take initiative in improving office systems and processes, particularly around records management and GDPR compliance.
- Engage proactively with the church & Branch team and wider community

## Person Specification:

### Essential

- Experience working in an administrative or office-based team environment.
- Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Strong IT literacy, including confidence using Microsoft Office and databases and demonstrable experience of ability to learn and embrace new software systems).
- High attention to detail, with a methodical and systematic approach to tasks.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to handle confidential and sensitive information with discretion.
- Alignment with the mission and values of St Mary's Church.
- Active worshipping member of a local church, with a committed Christian faith and willingness to participate in the spiritual life of the team.

### Desirable

- Experience working in a church or Christian organisation.
- Familiarity with ChurchSuite or similar church management software.
- Experience supporting outreach, pastoral, or healthcare ministries.
- Understanding of safeguarding and data protection practices.
- Experience working with or supporting vulnerable adults.

### Personal Qualities

- Honest, reliable, and conscientious.
- Welcoming and approachable, with a heart for service.
- Able to work independently while being a strong team player.
- Flexible and adaptable, with a willingness to learn.
- Positive attitude and good sense of humour.
- Prayerful approach to work.

### Genuine Occupational Requirement

St Mary's Church is a Christian organisation and all staff are expected to engage actively in staff worship and prayer as a part of the daily/weekly rhythm of our working week. This role therefore has an occupational requirement that the post-holder is a committed Christian, in accordance with the Equality Act 2010, Schedule 9, Part 1.

### Additional Notes

- This job description is not exhaustive and may be subject to reasonable changes as required by the line manager.
- The post-holder must adhere to all relevant church and legal policies, including those relating to health and safety, safeguarding, confidentiality, and data protection.
- Training will be provided to support ongoing professional and spiritual development in the role.