



## JOB DESCRIPTION

**Job Title:** Church Coordinator and EA to Rector

**Employer:** Holy Trinity PCC

**Work base:** Holy Trinity Clapham and Trinity House Clapham (staff offices)

**Hours:** FT (37.5 hours Monday – Friday) There will be occasional non-core hour work (both evenings and Sundays) for which time off in lieu is given.

**Reports to:** Rector

### Background

Holy Trinity Clapham is a vibrant Anglican church on Clapham Common that has an inspiring past and an exciting future. We are designated a Resourcing church in the Diocese of Southwark.

Our vision at Holy Trinity Clapham is to see **every life bearing fruit for Jesus**. We want to see this happen through trusting Jesus, transforming lives, and growing the church. We have four Sunday services with an average Sunday attendance of 750 adults and children.

### Purpose of this role

This post is at the heart of our vision, directly working to support the Rector as his Executive Assistant, ensuring that he can work efficiently and smoothly to proactively set the agenda of the church, and ensuring that our courses and events are well coordinated and delivered so that they grow and develop.

### Responsibilities

#### Rector's Office (30%)

- **Correspondence:** To provide support in respect of the Rector's correspondence and communication; correspondence with many people directly to reduce volume of emails in Rector's inbox
- **Diary management:** Scheduling appointments; ensuring regular line management meetings for the Rector with various staff; maintaining a realistic schedule for the Rector, with understanding of his priorities, speaking schedule, work pattern, family life, etc. Prioritisation and scheduling of tasks;
- **Meetings:** To attend and assist with the planning of any relevant meetings at Rector's request, setting up, taking notes and producing minutes and follow-up actions as appropriate;
- **Administration:** Preparing documents/briefings for the Rector for meetings and events throughout the day. Coordination of travel and expenses where needed.

#### Church Co-ordinator (30%)

- **Events:** Play a key role in the planning and delivery of specific Holy Trinity Clapham events such as Vision and Gift Sundays, the Annual Meeting, and Remembrance Sunday.

- Revitalise 250: Support the Rector and Director of Operations in the oversight and planning of the Revitalise 250 building project.
- Church calendar oversight: Work with the Director of Operations to organise team meetings and liaise with Rector to determine weekly team meeting cycle.
- Staff team social, training and induction coordination: Work with the Rector and Director of Operations to arrange termly team training and annual staff retreats. Arranging staff team summer and Christmas socials and celebrating life events for staff members. Ensure new staff are onboarded well.
- Assistant to PCC Secretary: Schedule and organise all PCC meetings in support of the PCC secretary, gathering and circulating documents ahead of the meetings, taking minutes and overseeing the follow-up of actions.
- Organise Rectory Lunches for those who are new to the church

### Courses and Events (40%)

- Deliver courses at HTC, ensuring they run successfully by coordinating with Director of Operations, other staff and volunteers. Support leadership team in the development of new courses and programmes;
- Budget holder for courses: Work with the Director of Operations, establish yearly budget for courses and ensure budget is adhered to by financially forecasting and keeping running costs;
- Work with the communications team to coordinate all advertising, marketing and church-related communications to promote courses at HTC;
- Administration lead for courses: set up courses using churchsuite, organise catering; book speakers, respond to guest queries and manage the 'Courses at HTC' email inbox, arrange physical set up and set down of space ensuring correct amount of staff and volunteers are booked to help, send out and analyse guest feedback to improve courses in the future;
- Courses include but are not limited to The Marriage and Pre-Marriage Course, the Bereavement Journey, First Fruits (newcomers' course) and Church Leadership Course
- Other events: Support leadership team in the organisation and delivery of selected events.

### Essential character qualities

- **Christian character:** You have a vibrant and deepening relationship with Jesus Christ, resourced from a personal discipline of prayer and God's Word and empowered by God's Spirit, which results in a desire in you to influence the world around you for Jesus.
- **Personal passion:** You have a heart and passion for the worship of Jesus Christ, both in your own life and in other people's lives.
- **Respect:** Treats all colleagues with respect, irrespective of background, role and viewpoint, and sets the expectation of the same behaviour from all team members.
- **Commitment:** Demonstrates high levels of commitment and flexibility; is willing to lay down personal projects for the good of the team. Remains gracious under challenge and always remains constructive.

### Essential skills

- Educated to degree level or equivalent work experience;
- Excellent organisational skills with experience of involvement in multiple projects;
- Experience of working in a busy environment with competing priorities;

- Excellent IT skills (Microsoft Office: Outlook, Word, Excel and Powerpoint) with experience of using technology to maximise efficiency and drive forward processes;
- Very strong communication skills, both written and verbal;
- Very strong interpersonal skills with experience of working within a team framework;
- Ability to manage workload and balance time spent on various tasks;
- A welcoming attitude, good with people and committed to building community;
- Calm and flexible;
- A self-starter;
- Attention to detail;
- Discretion and sensitivity;
- Humility and servant-heartedness with the ability to follow as well as lead.

#### **Desirable skills or experience**

- Experience of working within a large church environment;
- Knowledge of Anglican Church practices;
- Experience of working with ChurchSuite.

#### **Additional Details and Requirements**

**Salary:** Salary £25-30k per annum (based on experience) plus 5% pension contribution.

**Holiday:** You will receive five weeks' holiday (plus bank holidays).

There is a 6-month probationary period for this post.

In addition to 5 weeks holiday, there are 3 ministry days per year, a £500 training budget per year, and flexibility to work from home on Thursdays and/or Fridays (with Monday-Wednesday always being office-based days).

It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian in full sympathy with the aims and ethos of Holy Trinity Clapham's purpose and mission. It is also an occupational requirement that you become a committed, worshipping member of Holy Trinity Clapham. Your personal spiritual growth is important and we will endeavour to support this including facilitating your ability to attend conferences and other events that will deepen your discipleship.

HTC is committed to the development and training of all its employees. To this end, we will provide training in areas such as Health and Safety, Risk management, GDPR and other areas of professional development required for this role.