



Church Administrator

The Parochial Church Council of All Saints Little Shelford is looking for a gifted and experienced administrator to join the staff team on a part-time basis to support our ministry.

The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church, in close co-operation with the Rector and other leaders in the church.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do, including the ministry and operations of the church office. The successful applicant will therefore need to be in full sympathy with the values, beliefs and spiritual life of the church and will work actively to support our ministry and vision.

All Saints, in all aspects of its life, is committed to the protection of the children, young people and vulnerable adults entrusted to its care. We encourage best practice within the church community by setting standards and following the guidelines provided by the Diocese of Ely in their 'Safeguarding Procedures'. We therefore try to ensure that we take all reasonable steps to prevent those who might harm children, young people and/or vulnerable adults from taking up positions where they have substantial contact with children, young people and/or vulnerable adults in accordance with the Safer Recruitment and People Management Guidance (2021).

The post is available as the result of ongoing staff and administration restructuring and is intended to enable growth in vital areas of ministry and mission at All Saints. The purpose of the role is for a Christian ministry of effective administration, guided by our church's Christian vision, to release other staff for more directly pastoral ministry to the congregation, parish and wider area.

Our desire is to use our God-given resources effectively for the work of His Kingdom and in pursuit of **our stated vision** as a church: **Growing together** - a living, personal relationship with Jesus Christ is central to our church family at All Saints. We want to grow in our knowledge and love of him through the Bible and prayer, and to deepen our commitment to each other as a church family through mutual encouragement, love and support. **Reaching out** - as a church we long for everyone to come to know Jesus Christ for themselves. In our relationships and our church life, we will embrace with joy the changes and sacrifices wherever they are needed to spread the Good News to our families, our communities and our world.

As well as effectively managing the administration of the church, the post-holder will often be the first point of contact for congregation members, enquirers and outside organisations who contact or visit the church office, with an opportunity to provide a Christian-faith-based response to them.

Context

All Saints is a friendly and informal Christian church family in the village of Little Shelford, just outside Cambridge. We are an Anglican evangelical church, committed to preaching and teaching the Bible, with a congregation of approximately 200 across three services on a Sunday. Currently our Rector is Rev. Simon Scott and our curate is Rev. Gideon Emmanuel. A copy of our Annual Report for 2026 is available on request. In 2016, our PCC passed a resolution petitioning the Bishop of Ely for alternative episcopal oversight on the grounds of the theological convictions of some of our church members. We have recently received the delegated episcopal oversight of Bishop Rob Munro, Bishop of Ebbsfleet.

Key responsibilities could include (with some adjustment possible for hours available and to suit the right candidate's abilities)

1. Parish communications a. Manage parish correspondence, including post, telephone and e-mail with pastoral sensitivity and professionalism; b. Produce parish publications including the weekly service sheets, notices email, Projection slides, printed programme cards etc.; c. Produce weekly service rotas and liaise with congregation members regarding briefings etc.; d. Administer and maintain the church's database of personal information and the electoral roll; e. Oversight of All Saints Little Shelford website content, and social media content (training provided).

2. Office management and General Administrative Services a. Participate in and take minutes for the weekly Staff Meeting (including active involvement in Bible study and prayer), Service Review and Planning Meeting; b. Manage the church diary (long term and short term); c. Deal with statutory documents, including returns, registers, certificates and applications for Occasional Offices (baptisms, weddings and funerals) d. Oversee the church's compliance with regard to: Safeguarding Policy (training provided), Health and Safety Policy, Food Hygiene Policies (training provided) and CCLI and MRL licensing; e. Oversee production of church publicity; f. Assist the Treasurer (no previous book-keeping knowledge required); g. Produce papers and take minutes for the PCC meetings; h. Manage office supplies for church ministry including stationery, communion supplies, coffee/tea etc.

This list of responsibilities is not exhaustive and may be reviewed regularly by the staff team.

Location and hours The role requires several hours a week to be spent in the church office, in the North Building, working to a regular timetable including Monday to Friday mornings, but with flexibility for some hours to be worked at home, by agreement with the Rector. The role is initially for up to 25 hours a week, adjustable to suit the right candidate; the post-holder may need to attend occasional evening meetings, with a definite requirement to attend and take minutes at the Parochial Church Council (one evening every two months).

Terms and conditions The salary will be £15 / hour paid monthly in arrears by direct transfer. The gross annual salary will be £19,500. This salary equates to a full-time (35-hour) gross annual salary of £27,300. We hope that the job will start as soon as possible on an initial six months contract, to be reviewed by both parties after that time.

Holiday entitlement will be 19 days paid holiday per year (which equates to c.26 days for a full time post) plus statutory Bank Holidays – it may be that further unpaid leave could be arranged by agreement with the Rector.

An enhanced DBS disclosure will also be required. The post-holder will be working closely with the Rector, and day-to-day, will be answerable to him in the first instance. They will also need to work closely with the rest of the staff team, and the Treasurer(s).

Person Specification for Administrator role		
Requirement / experience / Qualifications	Essential or desirable	Assessed by
Degree/diploma experience	Desirable	CV
Experience of similar role / personal experience of and involvement in church ministry / mission	Essential	CV, reference and interview
Confident IT skills	Essential	CV
Enhanced DBS. Familiarity and compliance with safeguarding and GDPR requirements and willingness to receive further training, in line with a Christian approach to safeguarding our church members and visitors.	Essential	CV, reference and interview
Local knowledge of area / All Saints church family/ Church of England worship/ministry and structures	Desirable	CV and interview
Excellent organisational skills, attention to detail and prioritisation skills, general office and clerical skills	Essential	CV and Interview
Excellent interpersonal communication skills; pastoral sensitivity and confidentiality; ability to work well in staff team, in accordance with the Christian beliefs and vision of the church	Essential	CV, references and Interview

To apply: Please send the following to simon.scott@allsaintslittleshelford.org:

A CV; a covering letter explaining why you are interested in the role; The names of two referees (at least one of whom would ideally be church-based). We will then contact you to arrange an interview.

Created by: Simon Scott	Date: July 20
--------------------------------	----------------------