



St Mark's Church

Living Thinking Loving Faith

Operations Co-ordinator Fixed Term (cover)

We are looking to appoint someone for a 7 month fixed term contract (cover), to co-ordinate the church office and support the staff and ministry of St Mark's.

We are looking for an experienced administrator who can:

- Maintain the church office and systems
- Help coordinate our internal and external communications, including social media
- Promote and manage the hiring of our rooms
- Work effectively with volunteers within the church
- Effectively support the staff team

The role is 20 hours per week at £17 per hour.

More information is available on the St Mark's website

Please apply by letter, outlining your suitability to the post, with a current CV, and two referees to Revd Beth Keith beth@stmarkssheffield.co.uk by the end of Sunday 27th April 2025.

Interviews are planned for 7th May 2025.

Job Title	Operations Co-ordinator Fixed Term (cover)
Employer	St Mark's Church Parochial Church Council (PCC)
Location	Church Office, Broomfield Road, Broomhill, Sheffield, S10 2SE
Hours:	20 hours; Mon - Fri (ideally working mornings, over 4-5 days, but there is some flexibility with this)
Start Date:	19 th May 2025 – some flexibility possible
End date:	16 th January 2026.
Responsible to	The Incumbent
Responsible for	Overseeing the church office and its systems as an efficient, welcoming and effective centre of St Mark's organisational life for staff, church members and visitors, both in person and digitally.
Key working relationships:	Clergy; Caretaker; Children & Families' Worker; Director of Music; Church Treasurer Churchwardens & Standing Committee; PCC Minutes' Secretary.

Applications

Please send a letter of application to Revd Beth Keith beth@stmarkssheffield.co.uk stating why you feel that you are suited to this role and attaching your CV with two references, at least one of whom can comment on your skills in this area, preferably a previous employer.

Closing date for applications Sunday 27th April 2025

Date for interviews Interviews are planned for 7th May 2025.

Introduction

The parish is located on the west side of Sheffield within easy access of the city centre and open countryside and it comprises two distinct communities of Broomhall and Broomhill.

St Mark's people have a strong commitment to their church, which plays a big part in their lives. Among the strengths identified in PCC and congregational discussions are:

- A large and diverse congregation, with people from a wide age range of backgrounds
- Richness in worship, learning and reflection

- A wide range of activities associated with the church
- A strong community presence
- Commitment to pastoral care and support for those in need
- Engagement with social, political and international issues
- Outstanding church building, with good facilities
- Strong financial position, with generosity to projects locally and overseas

Main duties and responsibilities

1. MAINTAIN THE CHURCH OFFICE AND SYSTEMS

- Be the first point of contact for the church, responding efficiently to emails, phone calls and visitors, reflecting the values of this church.
- Oversee office equipment (computers, printers, copiers, etc.), making arrangements for maintenance, monitor leasing arrangements, check PAT testing.
- Take responsibility for stock and ordering all office supplies.
- Production of the Annual Report and preparation for the APCM and Electoral Roll.
- Maintain and update the church calendar to ensure accurate scheduling and smooth coordination of events and services.
- Be observant and proactive, alongside the incumbent, to develop ways of improving administrative and communication systems within the church.

2. ADMINISTRATION OF CHURCH SERVICES, INCLUDING OCCASIONAL OFFICES

- Oversee the production of weekly worship materials alongside the clergy.
- Produce and distribute volunteer rotas for Sunday worship.
- Be the first point of contact for weddings, funerals and baptisms.
- Arrange for banns to be read in church, ensuring all necessary legal requirements are met.

3. COMMUNICATIONS AND IT

- Establish and maintain effective and integrated IT and software systems.
- Process and maintain the office data with regards to congregational contact information.
- Manage the website.
- Serve as the data controller, ensuring the protection of confidential information and compliance with data privacy regulations, including GDPR
- Design and produce publicity materials for events and services, both physical and digital and ensure that regular social media posts are created.
- Collate and distribute the parish magazine.
- Collate and distribute the weekly notices sheet to effectively communicate important information to the congregation.
- Liaise with churches within our mission partnership to foster collaboration and support shared initiatives.
- Coordinate and distribute communications via email

4. HIRING OUT CHURCH SPACE

- Field all enquiries regarding church space hire, providing information and guidance to potential hirers.
- Manage all room bookings, for church and community use.
- Promote the church's facilities within the local community.
- Oversee all lettings contracts.
- Work with the Treasurer to ensure accurate and prompt invoices for room hire are issued.
- Liaise with the Treasurer and PCC regarding current and future pricing for church facilities and services.
- Maintain an accurate record of key holders and keys issued to hirers.
- Recruit volunteer events-caretakers and arrange for their training, as necessary.
- Awareness of, but no responsibility for, the Church Heating calendar.

Person specification

We are looking for someone with excellent administrative skills to join the St Mark's team on a 6 month fixed term basis. Whilst it is not essential that someone is a practising Christian we are looking for someone who understands the culture of the Church of England and shares the values of St Mark's.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Educated to GCSE standard including Maths and English (Grade A-C) or equivalent standard 	
Experience	<ul style="list-style-type: none"> Experience of working in an administrative environment Experience of updating websites and using social media Experience of working alone and as part of a team 	<ul style="list-style-type: none"> Experience of producing publicity and reports Experience of booking systems and room hire Experience of working or volunteering in a church setting
Skills & Knowledge	<ul style="list-style-type: none"> Excellent IT knowledge, and competent in the use of standard IT products, including Microsoft Word, Excel, Outlook and PowerPoint, google drive and calendar Ability to maintain accurate records Ability to manage the office and church systems Excellent organisational and administrative skills, including attention to detail Well organised and methodical with the ability to manage competing priorities. Ability to delegate to other staff members and volunteers Good communication skills in person or via telephone, email, or on social media 	<ul style="list-style-type: none"> An understanding of the culture of the Church of England and the values of St Mark's.
Personal	<ul style="list-style-type: none"> Enthusiastic and highly motivated Ability to work confidently on own initiative Willingness to learn new skills or attend training The ability to maintain a high degree of confidentiality and handle sensitive issues with discretion. 	<ul style="list-style-type: none"> Willingness to work flexibly including occasional evening or weekend work

Terms of Employment

Salary	£17,680 per annum (£30,940 full time equivalent based on 35 hour working week)
Pension scheme	There is no employment-related pension provision associated with this post. However, the PCC is obliged by law to provide you with access to a Stakeholder Pension Scheme should you request it.
Hours of work	20 hours per week, Monday to Friday. Ideally across 4 or 5 days a week and working in the morning. Exact days and times to be agreed with the Incumbent.
Annual Leave	25 days holiday per year in addition to public holidays
Notice period	During the probationary period your employment may be terminated by two weeks' written notice on either side or pay in lieu of notice by the employer. Once the appointment is confirmed the notice period will be extended to one month on either side. The post will terminate on 16 th January 2026 without further notice being given.
Probationary period	1 month