

Job Description

Job Title: Manager for Shrewsbury Unitarian Church

Location: Shrewsbury Unitarian Church/Home based

Reports to: Chairperson of the Trustees/Nominated Trustee

1. Purpose of the Job

To assist Church Officers, Trustees and the Congregation to ensure the smooth day to day running of the Church and all the activities which take place there.

2. Principal Accountabilities

a. Support the Trustees and the Congregation in tasks to ensure the smooth day to day operation of the Church. These will include, but will not be limited to:

- Record and bank monies received, maintain petty cash records. Pay invoices for goods and services received, maintain Quickfile records, maintain financial records (i.e. invoices), record and complete paperwork for Gift Aid claim and VAT reclaim. Assist the Treasurer in other activities as requested.
- Maintain personal details of congregation members, adhering to data protection regulations.
- Support the trustees in implementing Safeguarding, Health & Safety and other policies and procedures.
- Prepare the Church's monthly Newsletter, weekly News from the Pews and other communications to ensure members of the Church are kept informed of Church activities. Maintain and keep up to date the Church's website and social media pages, internal and external noticeboards.
- Assist the Secretary in the preparation of Agendas and Minutes of Trustee meetings and meetings of the Congregation; provide administration support to Trustees' sub-groups.
- Provide service leaders with administrative support.
- Undertake organisation and administration duties for Rites of Passage services (weddings, funerals, naming ceremonies) working with appointed Authorised Persons, ensuring all marriage records are kept secure. Assist service leaders with arrangements for Rites of Passage
- Carry out and record fire safety checks weekly/monthly. Arrange periodic checks of fire equipment and PAT testing of electrical equipment. Assist the Health and Safety Officer in carrying out annual Health and Safety training. Maintain first aid equipment. Ensure all equipment is safe and fit for purpose.
- Arrange annual building inspections and Quinquennial inspection.

- Obtain quotations for building and other works; apply for grant funding if required. Oversee works carried out.
- Coordinate activities e.g. rotas, rites of passage and church bookings, arrangements with contractors and other users of the Church; record numbers visiting the Church.
- Assist other staff to ensure the Church is kept clean, safe and welcoming. Report to the Trustees any concerns regarding building maintenance.
- Signpost members of the public to other agencies if required, following direction from the church trustees if required.

b. Manage the church when it is open to the public (outside of service times) and coordinate volunteers and any paid front of house for stewarding events and open periods.

Lead the running of the food hub each week (currently Tuesday morning)

Manage and coordinate bookings for use of church spaces. Liaise with hirers and prepare the church as appropriate for hire events. Ensure appropriate presence during events which may sometimes require evening and weekend work.

With direction from the trustees organise and manage activities including developing new activities.

c. Act as a link with other denominations and faith communities in the area e.g. Shrewsbury Interfaith Group, Churches Together, Shrewsbury Community Connections and with local charities, for example Shrewsbury Food Hub, Shrewsbury Food Bank, Shropshire Supports Refugees etc

d. You will be responsible to the Chairperson/Treasurer of the Trustees and will join the Trustees at their meetings at which priorities and progress are determined. You may be asked to submit a written report from time to time covering activities planned (or unplanned) and what has been achieved.

Your responsibilities would not extend to the religious/spiritual aspects of the Church such as selecting Ministers and Lay Preachers/Pastors to lead Sunday services.

While at work all staff are required to adhere to Church policies eg. Health and Safety and Safeguarding.

2. Knowledge, skills and experience

- a. Be self-motivated, and good at managing your own time and work requirements
- b. Be a good communicator with good written and spoken English
- c. Be a confident user of standard office IT such as Word, Excel and email and be prepared to upgrade IT skills as necessary.
- d. Be competent in using social media platforms for publicity and communications.
- e. Understand the principles and practice of risk assessment
- f. Be trained, or willing to be trained, in First Aid
- g. Be sympathetic to the principles of Unitarianism, but do not have to be a practising member of the denomination.
- h. You should be prepared for flexibility to normal working hours, including some evenings/weekends.
- i. You should be prepared to become familiar with the local Shrewsbury area.

Shrewsbury Unitarian Church is part of a liberal religious movement rooted in the Judaeo Christian tradition but open to insights from world faiths, reason and science, and with a spectrum extending from liberal Christianity to religious humanism.

More information about Shrewsbury Unitarian Church is available at www.shrewsburyunitarians.org.uk

More information about Unitarians in the UK is available at www.unitarian.org.uk