

Holy Trinity Richmond

Encountering Jesus – Building Community – Seeking Transformation

Office Administrator – Job Pack – June 2025

Full-time fixed-term contract (6 months) with potential to extend

Thank you for your interest in this role. We are in an exciting season of HTR's life, having recently launched a new vision to be a vibrant, growing church at the heart of our local community, where people will encounter Jesus, find a home in a loving church community, know God's transforming work in their own life, and be part of his transforming work in the world. Excellent administrative support is vital to making this vision a reality. Might God be calling you to join us?

Job Title	Office Administrator
Reports to	The Vicar and the Operations Manager
Location	Holy Trinity Church Centre, Sheen Park, Richmond. TW9 1UP
Hours	36 hours per week, daytime, Monday to Friday
Salary	£28,200 to £31,500, according to experience
Contract	Full-time fixed-term for six months, with potential to extend

Job Purpose

The purpose of the role is to provide effective administrative support to the church, particularly to the Vicar and other members of staff, enabling the ministry and mission of the church to flourish.

Main Responsibilities

The post-holder will carry out the following duties:

Church Office administration

- Oversee the day-to-day running of the church office, including managing email, phone calls and postal enquiries and visitors
- Produce regular communications to church members and update website as required
- Maintain and manage church records and databases for a range of groups and activities
- Logistical support with the running of some church events
- Carry out additional administrative tasks for the smooth running of the church as required

Church bookings

- Manage regular and one-off hall bookings, including invoicing and payments
- Coordinate church bookings, events and the church calendar
- Oversee service maintenance contracts and arrange visits from contractors

PA support to the Vicar

- Support the organisation of church services, including the administrative aspects of Baptisms, Weddings and Funerals
- Schedule meetings as requested, assist with preparation of agendas, papers, minutes and support follow-up actions
- Offer support with email correspondence and administrative assistance with specific projects as required

Personal Specification

Essential:

- A committed Christian faith, fully supportive of the vision and values of HTR
- A clear understanding of the dynamics of a busy and active church community
- Willingness to fully participate in staff meetings, including regular pattern of worship and prayer
- Strong interpersonal skills, including good verbal and written communication skills
- Highly proficient IT skills including Microsoft Office software
- A self-starter with the ability to take initiative and carry responsibility
- Strong planning and organisational skills, able to carry out multiple tasks and demonstrate resilience under pressure
- A good team player who can work collaboratively alongside paid staff and volunteers, and can effectively galvanise and delegate to others
- Reliable, trustworthy and ability to handle confidential information with discretion and pastoral sensitivity
- High attention to detail and able to keep to deadlines
- A can-do attitude and adopts a creative approach to getting things done

Desirable:

- A willingness to be part of the worshipping community at HTR if not already
- Proven experience in administration in a church or charity setting
- Familiarity with Church of England practices and systems
- Strong working knowledge of social media, able to develop our social media presence
- Familiarity with Google Workspace, ChurchSuite and Canva

Additional Information

The role will initially be for a fixed term of 6 months due to an anticipated office team review which may lead to some restructuring within the team and changes to job descriptions. However, it is hoped that the post-holder might transition into a permanent role in the new team structure.

Salary is paid towards the end of the month. You will receive 30 days holiday each year, plus bank holidays. We will make a 6% contribution alongside your own 4% contribution to a pension scheme administered through The People's Partnership.

Occasional evening or weekend work may be required, with time off given in lieu.

The post will be offered to a successful candidate subject to all appropriate safeguarding checks, satisfactory references and proof of eligibility to work in the UK.