



Church Support Administrator

Salary:	£24,000- £27,000 per annum depending on experience
Duration:	Permanent
Hours of Work:	Full time (35-hour week)
Terms & Conditions:	6 months probationary period 25 days paid holiday per year Pension in line with auto enrolment
Location:	London (Westminster) and remote (hybrid working policy in place)
Reports to:	Church Support Officer

Introduction

We want to keep churches open and in use.

Churches, chapels and meeting houses are impressive, exciting and surprising places. Whether seeking quiet reflection, access to critical community services, a warm welcome, a place to worship, or a space to explore, we believe they should be loved and supported. Available to all.

Working together with churches across all four nations, we help to maintain these wonderful historic buildings and keep them thriving today, and tomorrow.

Places of worship are an integral part of the UK's heritage and play a vital part in building and sustaining local communities, bringing local people together. The National Churches Trust is here to help them address the challenges and opportunities they face. The charity, founded in 2007, is the successor to the Historic Churches Preservation Trust (HCPT), created in 1953.

Our **vision** is for a nation where church buildings across the UK are well maintained, open for everyone, sustainable and valued.

Our **mission** is to keep the UK's wonderful collection of church buildings well maintained, valued and in use.

The charity's website www.nationalchurchestrust.org provides more information about the organisation and its work.

Job description

The Church Engagement team offers support and advice to churches and their volunteers throughout the United Kingdom and administers high quality grant programmes that meet the strategic objectives of the charity. We also work widely with a number of partnership organisations. You will provide effective administration for the charity's grant programmes and support services, and assist the Church Support Officers to deliver their work across England, Scotland, Wales and Northern Ireland, ensuring the smooth running of an efficient and responsive team so that our work is delivered according to best practice standards at all times.

The National Churches Trust grant programmes allocate funds from £500 to £50,000 across a number of grant schemes enabling major repair projects, the installation of facilities, development work and maintenance. The team is also responsible for making recommendations to a number of trusts and foundations each year including the Wolfson Foundation. We engage with churches when they contact us with enquiries, throughout our grant application process, and to offer training opportunities and wider advice.

The Administrator will be responsible for providing effective administration across the team. Responsibilities will include answering/redirecting enquiries, checking the eligibility of new applications and logging information received, carrying out due diligence and processing grant payment claims, drafting decision letters, updating the Church Engagement pages on our website, as well as providing support for meetings, events and awards as directed.

You will support the whole Church Engagement Team, and be line-managed by the Church Support Officer.

Organogram (see information pack)

Key Internal relationships: Church Engagement team, Grants Committee, Head of Finance

Key External relationships: Church volunteers

Key tasks:

1. To be the first point of contact in the Church Engagement Team, ensuring all queries are dealt with correctly and within an agreed timeframe; seeking in the first instance to resolve enquiries yourself and if this is not possible then passing them on to the appropriate team member
2. To ensure information about grant applications is saved centrally and updated as necessary
3. To check the eligibility of new grant applications
4. To assist in the preparation and circulation of papers and supporting materials (such as slideshows) for grants committee meetings, interim decisions, and other funders, as required
5. To assist with circulation of press releases and publicity materials to grantees
6. To log and file grant acceptance forms and feedback from applicants, and process and circulate post grant monitoring information
7. To process grant claims, carrying out due diligence and within an agreed timeframe
8. To ensure church engagement information is up to date at all times on our website
9. To follow up on expired grants

10. To provide administration for Treasure Ireland events, training, tourism, and grants as required by the Treasure Ireland Support Officer
11. To provide administrative support at Grants Committee meetings to include minute taking, updating the presentation, scoring, or any other administrative task necessary
12. To send out Church Membership packs to new members and grantees
13. To provide excellent customer service and customer care in all public facing duties
14. To undertake such other duties as reasonably requested by the Chief Executive/Director of Church Engagement

Person specification

Qualifications:

- A qualification relevant to administration, business or secretarial work would be desirable

Skills, Experience and Behaviours

Essential:

- Strong organisational and administrative skills
- Good attention to detail and accuracy
- Excellent IT skills
- Ability to plan your own work, use your initiative and meet deadlines
- Ability to manage pressure and conflicting demands, and prioritise tasks and workload
- A pragmatic, diplomatic and fair temperament
- A commitment to excellent customer service
- Teamworking ability
- Reliability and honesty

Desirable:

- Experience of working with spreadsheets and databases
- Experience of editing websites
- An interest in places of worship and an understanding of different Christian denominations
- An interest in heritage
- An understanding of the principles and responsibilities of data protection and data management
- An understanding of the importance of due diligence

Enthusiasm for the work and strategy of the National Churches Trust is an important element of the job.

Further information

This is a full-time post and the basic hours are 35 per week. It is based at the National Churches Trust's offices in Westminster and remotely, as per the current hybrid working policy in force. The National Churches Trust is committed to encouraging equality, diversity and inclusion among our workforce as it is good practice and makes good business sense.

It should be borne in mind that the National Churches Trust comprises a small staff, and you should be

prepared to work as part of that team to ensure the delivery of the organisation's operations and objectives.

The basic salary is negotiable, depending on experience. The charity operates a group personal pension scheme and pays 10% employer's contribution for all eligible employees.

The annual leave entitlement is 25 days, in addition to relevant national public holidays. Other general terms and conditions are set out in the staff handbook which is issued to all employees on appointment.

For an informal conversation about the role please contact Anna Elliss, Church Support Officer
anna.elliss@nationalchurchestrust.org

To apply, please send a covering letter (max 2 sides) detailing your interest in the role and how you meet the requirements, together with a copy of your CV to
rosalinde.debest@nationalchurchestrust.org

Closing date: Friday 21 February (12noon)

Interviews: On Tuesday 11 or Wednesday 12 March (Westminster)