



Andover Parish

NEW PARISH TRANSITION ADMINISTRATOR

Role Description:

JOB PROFILE	
Job title	New Parish Transition Administrator
Team/Department	Admin Team
Accountable to	Rector
Reports to	Operations Manager
Principle Location	Andover Parish Offices, Chantry Centre
Travel required	Minimal
Work pattern / hours	Part-time (2.5 days per week with flexibility)
DBS check required (Yes/No)	No
Date written	August 2023
Salary	Dependent on experience
Tenure	1 Year
Probation	2 months
Annual Leave	26 days pro-rated including bank holidays (depending on operational need, Bank Holidays might have to be taken at other times)
Expenses	Expenses to be paid in accordance with the Expenses Policy
Start date	Mid-September 2023 (with flexibility on both sides)



ROLE CONTEXT

St Mary's Andover is a Resource Church in Winchester Diocese and part of the HTB Network of churches. In May 2023, we joined with other parishes in Andover town to create The Parish of Andover. Led by the clergy and a new PCC, the parish now includes four worshipping communities and we serve a town-wide residential population of c. 50,000.

We are seeking to follow the way of Jesus and believe mission is 'the church in motion'. We are discerning fresh vision for this new season - what's already clear to us is that we want to see people come to faith in Jesus and the town thrive. This requires us to go to new places with the gospel to reach those no one else is reaching. As we look around, we are excited about this cultural moment and what it means for us to be 'salt and light' in our families, workplaces, homes - all the places God calls us to go.

New Parish Transition Administrator is a new part-time post. We are looking for someone who will help us 'transition' to a single parish. There are many tasks that, among others, range from filing, data management, audits, organising inspections / checks and arranging new signage which need tackling to make the transition effective. Much of this work is 'integrating' pre-existing patterns and ways of doing things into clear simple processes that everyone in each worshipping community can follow.

This is a mission critical post which is intended help us complete these tasks as quickly as possible to create the right platform for new ministry and vision to follow. Much of the role will be behind the scenes to re-baseline systems and infrastructure for us to grow into.

WORKING ENVIRONMENT

We want you to love your job, grow and learn as much as possible with us. We will work with you to develop a Professional Development Plan. The Development Plan will identify relevant and appropriate ongoing training to support your role and add value to your future career and ministry.

We pray we are a kind, self-possessed community; ready to receive and value your ministry. Competency and skill are important but we are equally interested in discerning a calling which aligns naturally and deeply with our own sense of purpose and mission under God. The staff team is c.20 people and we have fun, work closely and do discipleship and life together in many ways. We place high value on teamwork; we are hardworking, trusting and seek the best for each other. We know you will have things to bring which we will be keen to learn and grow through.

The Lighthouse has been a significant way in which the Lord has shaped us as a community over recent years. We have seen afresh the relationship between social action and evangelism, learned more about how to partner with a range of organisations and grown in compassion and confidence in serving our town in practical, loving ways.

You will be provided with a laptop and phone for the better performance of your duties. We are ambitious, fast-paced and long to see great things for the church in Andover and our town – all in Jesus's name and for his glory. We lead relationally and value people. We want to provide a

sustainable work pattern and support you in achieving a healthy life-work balance and good overall wellbeing.

Andover is a great place to live. It is fast growing, with many new people moving to the area. It is full of young families surrounded by the stunning countryside of the Test Valley and North Hampshire Wessex Downs, which is an Area of Outstanding Natural Beauty. It has good schools and local amenities. It has excellent road networks, especially to the West Country and is just over an hour by train to London Waterloo.

ROLE PURPOSE

The role of New Parish Transition Administrator is to further the establishment and development of The Parish of Andover by supporting the Rector and PCC to deliver the vision.

KEY RESPONSIBILITIES

- Working under the direction of the Operations Manager, support the overall work to 'transition' to a single parish.
- Make sense of existing ways of working and integrate these into a single approach where appropriate
- Help to solve 'teething issues' as they arise and provide ad hoc spare capacity on certain wider tasks as needed
- Work through an agreed list of tasks to achieve key strategic objectives in this project.
- Connect, work through and build relationships with lay leaders and teams 'on the ground' across the churches to develop new relationships, trust and identify spiritual gifting
- Keep accurate records of your work
- Manage your time to maximise your effectiveness in post
- Work collaboratively within the wider staff team to add value where possible and support projects outside your direct area where capacity allows
- Show tenacity to 'complete and finish' tasks and avoid leaving loose ends.

General responsibilities:

- Support and provide data (as you have it within the course of your role) that would add value to grant applications.
- Review projects and participate in evaluations and learning
- Record and submit data in an accurate and timely way.
- Undertake any necessary administrative duties in order to fulfil these responsibilities effectively.
- Undertake any special projects or other tasks as may be requested and serve the church wherever there is a need.

ROLE DIMENSIONS

Budget management (£)	To be agreed
People management	No direct reports
Key relationships – internal	Operations Manager, Admin Team, PCC, Churchwardens, Staff team, Rector
Key relationships – external	Suppliers, regular hirers of church facilities, diocesan parish support team
Wider commitment	It is expected that staff members will be active members of Andover Parish and fully embrace our team values.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- The New Parish Transition Administrator needs to bring patience, tenacity, competence and relational maturity to the role.
- Someone who takes joy in building systems and processes which prove effective when rolled out and at scale
- Excellent communication skills
- Someone who can make complex issues simple and implement clear ways of doing things
- Someone who can implement, police and hold to account around new processes
- Someone who can draft policies as the need arises
- Excellent admin and organisational skills
- Experienced in working with teams and developing others in confidence and service - the ability to draw the best out of others and build trust.
- Calm under pressure and respond in a measured way in stressful situations.
- Prayerful, pastorally caring and compassionate within professional boundaries
- A proficient user of Churchsuite and Microsoft Office.
- High attention to detail.
- Excellent communication skills both written and oral.
- Self-motivated and flexible.
- Strong time management skills.
- Committed to following all staff/church policies.
- Access to a car and ability to move around the parish sites.
- Proactive team player with a good sense of humour!

NEXT STEPS

If you have questions or want to informally discuss the role through August please reach out to our Operations Manager, Marina Colville: marina.colville@andoverparish.org

From 28 August, the Rector, Chris Bradish can be contacted on chris.bradish@andoverparish.org / 07985427930

To apply for the role: please send a covering letter outlining why you think you are well suited for the role and CV to the Rector's PA – Rowena Selwood: patovicar@andoverparish.org

Closing date for applications is 12noon: **4 September 2023**

Interviews will be held week commencing **11 September 2023 in Andover**

Dates and times for interviews to be agreed with applicants on a case-by-case basis and confirmed either way by 5pm on 4 September.

Thanks so much for reading this profile!

We are praying for you and hope you might reach out for a chat if you are interested!