

Parish and Project Co-ordinator

Location	Working from home and in the Parish Office in Holy Trinity Church(do you need to switch it around to Parish office first?)
Salary	£21,000 pro-rata
Hours	35 hours/week
Reporting to and key relationships	The Pioneer Curate, Churchwardens and Chair of the Project Working Group
Annual Leave	28 days

1 Job Purpose

This is an exciting new position which has been created because of the steady growth in congregational numbers at Holy Trinity and the development of an ambitious Project, Vision 2020, to transform the building and surrounding site into a resource hub for the local community. The Project has attracted much interest locally and beyond and a growing number of highly qualified professional people are volunteering their skills and expertise in the development of the Project.

The Parish & Project Co-Ordinator (P&PC) will support the Pioneer Curate and Chair of the Project Board in providing a solid administrative base for all aspects of life at HT. The P&PC will be at the heart of activity and strategy and will produce much of the energy and enthusiasm as HT looks to the future.

2 Key Responsibilities

The Parish and Project Co-Ordinator will have two areas of focus, the first is to provide co-ordination and administrative support for the Project Working Group, and the second to be the administrative centre of church life. Responsibilities are as follows:

The Project

- to provide administrative support for the Project Working Group
- exploring and identifying likely Grant Making Bodies
- dealing with post, e-mails and phone calls efficiently and effectively
- establishing and maintaining an easily navigable project database (on-line and paper)

- liaising with potential local Partners and Supporters
- editing and circulating the periodic Briefing Paper to Supporters

The Church and Parish

- to be the administrative centre of church life - including running the church office as a communications hub where questions are answered, and information disseminated
- to provide administrative support for worship - service sheets, rotas and liaising with service leaders
- dealing with correspondence efficiently and effectively
- creating and updating the church's website and social media accounts
- maintaining an easily navigable filing system (on-line and paper), monitoring office supplies, arranging meetings and arranging maintenance of office equipment
- providing administrative support to the Curate and Churchwardens

3 Person Specification

The Parish and Project Co-Ordinator *must*:

- have demonstrable interpersonal skills with an ability to deal with a wide range of people and situations
- demonstrable strong verbal, written and telephone skills
- be self-motivated with the ability to manage their own time and to work on their own initiative
- be a team player, able to work collaboratively with the Curate, volunteers and community members
- must be computer literate with demonstrable experience of Microsoft Office, Zoom and uploading content to a Website and Social Media
- ability to demonstrate a creative flair when drafting and designing social media content, marketing ideas and both visual and written communications
- ensure confidentiality of sensitive Personnel data and Project matters
- aware of the legal requirements of Data Protection and Safeguarding

4 Application

Please send your CV and a covering letter outlining your relevant experience which will enable you to be successful in this role to esther@holyltrinityleamington.org.uk

5 Selection

Shortlisted candidates will be invited for interview and will be asked to complete some assessment tasks, relevant to the position.

The successful candidate will be asked to provide the names and addresses of two references, from a current employer, or previous relevant employment.

6 Terms and Conditions

The detailed terms and conditions will be contained in the post-holders' Contract of Employment.

The salary will be £10.77/hour paid monthly in arrears by direct transfer. The gross annual salary will be £21,000. Remuneration will be reviewed annually in January.

There will be a monthly review during the six-month probationary period. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually.

During the probationary period one week's notice of termination of employment will be required on either side. Following confirmation in post, one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata - exclusive of Bank Holidays.

The employer is Holy Trinity Church, Leamington Spa Parochial Church Council.

The successful applicant will be required to undertake necessary Safeguarding Training.

SUPPLEMENTARY INFORMATION

The Context

Holy Trinity Church is among the most significant buildings in North Leamington.

The Parish of Holy Trinity extends from the Town Centre, northwards towards the boundary of Leamington Spa, for about one mile. The Church is ideally situated, being close to the town and its shopping area and having a large green recreational area on its doorstep.

The Parish population at the time of the last census in 2011 was 4,000. The number of people on the Electoral roll is currently 60, of whom a large number live outside the Parish boundary. The Parish has several highly regarded schools and rapid development of desirable retirement apartments. North LS is home to a thriving commercial sector with a significant number of startup companies some of which are engaged in video game development and IT. It is also home to many students and staff of Warwick University.

The last three years at Holy Trinity Church, Leamington Spa, have seen encouraging growth on many levels. Three years ago an application to the Heritage Lottery Fund was successful and with the help of a Legacy the roof was repaired. In 2018, the Reverend Esther Peers was appointed as a part-time Pioneer Curate with a vision for the church and has been instrumental in attracting many new members of the congregation as well as a resourceful and experienced support team. Recently, the church family has begun growing in numbers, depth and breadth. Average attendance at Sunday Worship of 60, which equates to 2.6% of the population in the Parish.

However, it is increasingly clear, that if Holy Trinity is to be '*fit for purpose*', and have a future, in the 21st Century then it must 're-invent itself', as a spiritual, social, welfare, educational, and cultural hub for the community. It must also develop income streams to ensure its financial viability for the future. There are many facets of HT which are to be built upon and developed. The Parish is seeking a new Director of Music who will be responsible for reaching out to the community, especially younger people. There is a thriving Scout Troop who meet on site are keen to work along HT in developing the Project to include their future well-being. There are several community health initiatives who would be interested in using a community hub. Music and Arts promoters have shown great interest in the generous space of the Nave of the Church – a natural space for music, the performing arts and exhibitions. Local businesses are always looking for space for conferences and hospitality. Meeting basic needs transforms a church, makes it a welcoming environment, and encourages its continuous use throughout the week. A recent community consultation made by HT indicates that there is much interest and support for this new initiative.

Creating flexible spaces to make HT and its site accessible for all, ensuring that it is comfortable, warm, well-lit and ecologically sustainable will transform both the life and the ministry of the church and make an invaluable contribution to North Leamington and beyond.