

THE SHEFFIELD CHURCH OF THE NAZARENE

Fitzroy Road, Sheffield, S2 3BB

Registered with the Charity Commission in England and Wales, Charity Number 1159621

Administrator Vacancy

January 2021

Job Details, Application Form & Administrative Test

To make an application please submit completed *Application Form* and *Administrative Test* to meet the deadlines laid out in the Schedule below (section 2).

For all enquiries please contact Sophie Peel-Yates admin@sheffieldnazarene.com

1) Job Details:

Job Title:	Administrator
Rate of Pay:	£20,458.58 per annum 37.5 hrs/wk Pro rata for 10 hrs/wk is £5,455.62
Hours a week:	10
Days / hours of work:	Hours of work will be flexible within a framework to be agreed on appointment
Base:	Sheffield Church of the Nazarene, Fitzroy Road, Sheffield, S2 3BB (subject to pandemic restrictions some homeworking may be required)
Start Date:	Immediate
Length of Contract:	Permanent
Probationary Period:	Initial 3 month probation period
Holidays:	7.6 weeks per year pro rata
Pension	Will have access to Employer's pension scheme after initial 3 month probation period

2) Timeline:

Application and Administrative Test Deadline:	Midnight on the evening of Sunday 7 February 2021
Shortlisting & Invitation to Interview:	Completed on the evening of Friday 12 February 2021
Interviews:	Interviews will be held on Monday 22 February, after 7:00 pm Interviews will be by zoom or in person (guidance depending)
GDPR and Data Retention:	In line with GDPR policy, all data will be kept securely for as long as it is needed for the purpose of recruitment for this post, then destroyed.

3) About the Sheffield Church of the Nazarene:

Sheffield Church of the Nazarene is a well-established church that has been based in the Heeley area for the last 40 years. The Church of the Nazarene is a global church from the evangelical tradition, and is active in 160 countries around the world. In Heeley we aim to share a simple faith in God and a simple love for people. We are a thriving church with a strong community presence and, during normal times, the building is open for church services, parent and toddler groups, children's clubs, youth clubs and luncheon club, and is hired by various organisations and individuals for a range of activities. During the pandemic our in-person activities have been limited, but the church has moved on-line and the building has been open as allowed within the guidelines.

4) Job Description:

1. Undertake a range of administrative and practical tasks to ensure the smooth and safe running of the church and the community centre.
2. Liaise with the Board of Trustees, line manager, departmental leaders and volunteers to ensure the smooth and safe-running of the church and the community centre.
3. Act as one of the main points of contact for the church, and deal with a range of enquiries as appropriate.
4. Day to day, ensure that all appropriate Health and Safety measures are in place and implemented.
5. Manage and process all DBS checks.
6. Manage all hirers and room bookings in the community centre, including dealing with enquiries, face-to-face meetings, making bookings, sorting licences and paperwork, invoicing and receiving payments, other.
7. Oversight of cleaning in the building, including allocating tasks to the cleaning staff.
8. Support church treasurer with various bookkeeping, data entry and financial tasks.
9. Maintain and update various records for the church as required, including managing the archive, training records, Charity Commission registers, other.
10. This role requires lone-working in the building and managing own workload, although supervision and line management will be provided.
11. Specific tasks will be tailored to the successful candidate's skills, abilities and experience.
12. The role of the administrator is key to the smooth running of the church, where the expectation is that the person would use their own initiative day by day and would refer to the Trustees where appropriate. Training and handover will be provided as needed with ongoing support from line management.
13. Other administrative tasks as required.

5) Person Specification:

Essential:

1. Literacy and numeracy skills.
2. ITC skills including able to use Microsoft Office (excel and word), and able to / can learn to operate Office 365, WordPress, websites, OneDrive and other as needed.
3. Inter-personal skills as the role requires contact with a range of different people and sometimes sensitive matters need dealing with, such as implementing new policy measures.
4. Organisational skills including time-management, managing own workload, prioritising work.
5. Ability to problem solve, seek solutions, find information and learn under own initiative.
6. Ability to work alone, flexibly and on own initiative, within the framework of priorities agreed through line management.
7. Able to support and promote the aims and values of the Sheffield Church of the Nazarene.

Desirable:

1. Experience and knowledge of ensuring Health and Safety standards are introduced and implemented appropriately.
2. Experience of implementing GDPR policy.
3. Ability to update policies and to keep abreast of changes to the legal framework that affect policies.

6) Administrative Test:

Please complete this test and e-mail the supporting documents to Sophie Peel-Yates at admin@sheffieldnazarene.com, with your name so that it can be linked to your application form.

The deadline for receiving the information is **midnight on the evening of Sunday 7 February 2021**.

1. Using *Word* please write a letter that includes the following:

To: Sheffield City Council, Howden House, Union Street, S1 3AA

From: Sheffield Church of the Nazarene, Fitzroy Rd, Heeley, Sheffield, S2 3AT

The date: 13 January 2021

Subject: Can you ask to be sent information about what we need to do if we want to apply to close off Fitzroy Road for a street party on Saturday 30 August 2021, to celebrate the end of the pandemic.

You can add extra information if you want to.

Please save it as a *Word* document with the file-name "30 August 2021 Letter to SCC".

2. Using *Excel* please create a work-sheet that will display and organise the following information, with account sub-headings and a running balance of the amount in Petty Cash:

At the beginning of the year there was £3.20 in Petty Cash.

Since then I have spent:

- On 3 March 2012 £3.30 at Sainsbury's on tea and coffee
- On 14 March £45.00 at B&Q on paint
- On 26 March £21.00 at Homebase on paint
- On 4 April £5.60 at Sainsbury's on tea and coffee
- On 9 April £3.60 at Homebase on paint brushes
- On 16 April £65 at Poundstretcher on cleaning products.

On 1 April 2012 I added £300 to Petty Cash.

Please save it as an *Excel* document with the file-name "30 November 2020 Petty Cash".

See next page for Application Form

7) Application Form:

Please add extra sheets or enlarge the boxes if you need more space to answer the questions

Name	
Address	
Contact Tel.no	
e-mail	
Are you eligible to work in the UK?	YES NO (If you are given the job you will be asked to give evidence)
Qualifications	
Previous Employment	
Details of other relevant experience, such as voluntary work.	

Why would you like to work in this job?

Please include information about how you meet the Person Specification, as the successful candidate will be the applicant that best meets the Person Specification.

References. Please give the names of two people who can give you a reference. They should have known you for at least 1 year. We will take them up on offering you the job and not before.

Reference 1
Name, address, phone number

Reference 2
Name, address, phone number

Signed

Dated

Please return form to Sophie Peel-Yates:
Sheffield Church of the Nazarene, Fitzroy Road, Sheffield, S2 3BB

admin@sheffieldnazarene.com