

Administrator Role Description



Job Title: Administrator

Organisation: Inclusive Church

Location: Remote (with occasional in-person meetings, as required)

Hours: 12 per week (fixed days to be agreed)

Contract Type: Permanent

Salary/Rate: £17.86 per hour

About Inclusive Church

Inclusive Church is a growing membership-based organisation and educational charity committed to fostering inclusion and accessibility within the church. We are a network of churches, groups and individuals working towards building and being an Inclusive Church, an affirming church that does not discriminate.

As we navigate a significant period of transformation, we are seeking to refine and maintain our administrative processes to manage our membership, respond to enquiries, and support our mission effectively.

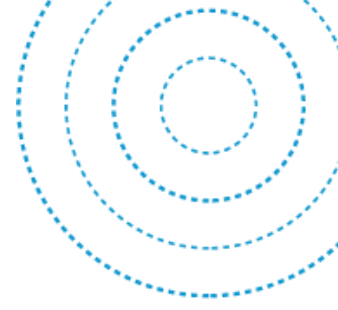
Role Purpose

The Administrator will focus on responding to enquiries, maintaining databases, and assisting with specific administrative tasks critical to Inclusive Church's operations. The postholder will work closely with Inclusive Church's National Coordinator (NatCo) in evaluating and improving IC's administrative systems and processes, laying the foundation for future growth and efficiency. Inclusive Church is a small charity that is growing in membership, this role is about maintaining our administrative processes but also about identifying ways they can adapt to meet the needs of our organisation. The post will be line-managed by the National Coordinator.

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uniting together around a shared vision of church which celebrates and
affirms every person and does not discriminate.**



Key Responsibilities



1. Process Development and Coordination:

- Continue with the defining and documenting of processes and patterns for administrative tasks.
- Collaborate with NatCo to update key literature (e.g. standing order forms, membership materials, joining processes).
- Generate and maintain a shared address book in Outlook.

2. Communication and Office Management:

- Monitor, signpost and respond to requests on the office inbox.
- Manage Inclusive Church's Office 365, including email addresses for volunteers.

3. Membership Management and Data Administration:

- Ensure all membership application and renewal processes are completed.
- Manage the CiviCRM database, sifting, tagging, and updating directory entries for member churches.
- Bi-monthly data hygiene and de-duping.
- Develop and maintain contact lists.

4. Regular review of website and resources to ensure kept up to date.

5. Finance.

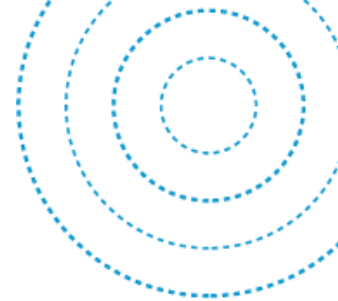
- Monitoring and reporting on donations and sales

6. Any other task as deemed reasonable by their line manager.

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Person Specification



Essential Skills and Experience:

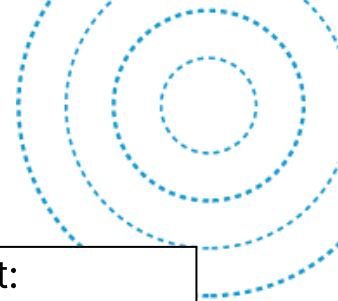
- Proven administrative skills with experience managing complex datasets and systems. Confident with GDPR guidelines and practice.
- Proficiency with CiviCRM or similar database platforms.
- Exceptional organisational and time management abilities.
- Strong communication skills, including managing email inboxes and drafting correspondence.
- Collaborative and proactive approach to problem-solving.
- Experience of working remotely.

Desirable Skills and Experience:

- Familiarity with membership-based organisations or charities.
- Experience in process mapping and system development.
- Basic understanding of website management and content updates.
- Alignment with the ethos and mission of Inclusive Church.
- Experience working with a diverse team, and able to respond flexibly to different working styles, especially those who are neurodivergent.

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The Inclusive Church vision is summed up in this statement:

“We believe in **inclusive church** – a church which **celebrates and affirms every person** and does not discriminate.

We will continue to challenge the church where it continues to discriminate against people on grounds of **disability, economic power, ethnicity, gender, gender identity, learning disability, mental health, neurodiversity, or sexuality.**

We believe in a Church which **welcomes and serves all people** in the name of Jesus Christ; which is scripturally faithful; which seeks to proclaim the Gospel afresh for each generation; and which, in the power of the Holy Spirit, allows all people to grasp how wide and long and high and deep is the love of Jesus Christ.”

Applicants must be willing and able to work towards this.

Application

Application is by **CV** and **covering letter**, please include confirmation of your right to work in the UK and the contact details for two referees. Email to natco@inclusive-church.org by midnight July 31st. Interviews scheduled mid August

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Contact via office@inclusive-church.org Registered charity 1102676

