Emmanuel Woodley

Emmanuel Church Woodley
Income Developer and Administrator

Key Details

Job title: Income Developer and Administrator

Hours: 15 hours per week (annualised hours and flexi arrangements will be considered)

Salary: £10,998 per annum (Real Living Wage)

Location: Emmanuel Church, Woodley (hybrid working may be possible)

Duration: 20-month fixed term contract

Responsible to: Revd Rose Jones, Vicar

Role Summary

The Income Developer and Administrator is responsible for initiatives to develop and diversify the church's income, alongside day-to-day church administration. A key priority of this role is to maximise income from the church's facilities, particularly through increased hall and room hire.

Key Responsibilities

Income Development

- Develop and implement a strategy to maximise income from hall and room hire.
- Promote the church's facilities to businesses, charities, community groups, and private hirers to increase occupancy and revenue.
- Build and maintain positive relationships with existing and prospective hirers to encourage repeat bookings and long-term partnerships.
- Identify, develop, and implement new income-generating opportunities that support the church's mission and long-term sustainability.
- Research and identify suitable grant opportunities, working with church leadership to identify projects and initiatives suitable for external funding, and prepare and submit high-quality grant applications.

Church Administration

- Provide administrative support for day-to-day church operations and activities.
- Manage church correspondence and serve as primary point of contact for enquiries from the public, contractors, hirers and external organisations.

- Produce and distribute rotas for Sunday services.
- Administer and maintain church records, files and databases.
- Manage office supplies and resources.
- Coordinate hall bookings, church calendars, and the use of church facilities.
- Liaise with hall hirers to ensure compliance with church policy, and maintain accurate and secure paperwork in relation to hall hire.
- Act as Secretary to the Parochial Church Council (PCC), attending meetings as a non-voting member.
- Act as the Parish DBS Recruiter in accordance with APCS requirements, and oversee administrative aspects of volunteer safeguarding training and safer recruitment.
- Participate constructively as a member of the church staff team, attending staff meetings and contributing to the planning and delivery of the church's mission and ministry.

Person Specification

This role offers an opportunity to contribute significantly to the church's mission by combining excellent administration with proactive income generation, helping to secure the church's long-term financial sustainability while strengthening its outreach to the local community. The successful candidate will combine strong organisational and administrative skills with entrepreneurial instincts and an eye for opportunities. The role will suit a proactive, innovative, ideas person wishing to use their skills to support the work of an ethical, community-focused organisation.

Essential

- A self-starter who is comfortable identifying new projects, managing multiple priorities and working independently.
- Excellent interpersonal skills, including the ability to build positive relationships with people from all walks of life, including volunteers, staff and external organisations.
- Excellent administrative and organisational skills.
- Excellent written communication skills.
- Strong IT skills and ability to learn how to navigate new software and systems.
- Commitment to Emmanuel’s vision and values, and a practising Christian.

Desirable

- Experience of business development, sales, marketing, fundraising, or income generation.
- Experience working within a church, charity, or voluntary sector organisation.
- Experience writing grant applications or funding proposals.
- Experience managing venue or facility hire.
- Knowledge of grant funding sources and charitable fundraising.
- Experience of Microsoft 365, ChurchSuite and Google Workspace.

Key Performance Indicators

Success in the role will be measured by:

- Increased income from hall and room hire.
- Increased occupancy and repeat bookings.
- Number and value of successful grant applications.
- Development of new sustainable income streams.
- Efficient administration and positive feedback from church users and stakeholders.
- Positive relationships with key colleagues and wider church.

Key relationships

The Income Development and Administration Officer will be part of the staff team, working closely with the Vicars, Children's Pastor, and Youth Pastor. Other key relationships include the Parish Safeguarding Officer, DBS Verifiers, the PCC, and hall bookings volunteers.

Hours

This role is for 15 hours per week, with the expectation that this will be spread over multiple days. Exact working hours and location will be decided in conversation with the Vicar, but core hours include Tuesday mornings at Emmanuel Church. Annualised hours or flexible working (e.g. over school holidays and term times) will be considered. This is an initial fixed-term appointment for 20 months.

Induction, Training & Probation

All relevant aspects of induction will be conducted by the Vicar in the first six weeks of the role. There is a 5 month probationary period. Training will be provided by the current Church Administrator and Vicar in the first 6 weeks of the role, and thereafter as required.

Support

The Vicar is responsible for supervising this role. Monthly line management will be held with the Vicar, at which progress can be reviewed, priorities set and support provided.

Safeguarding Requirements

This is an administrative post and there is no requirement for an enhanced DBS. As part of the staff team, Awareness and Foundation safeguarding training is required. Safer Recruitment is also required for recruitment of volunteers and for the DBS recruiter role.