Student & Young Adult Administrative Support (Maternity Cover)

Purpose of the Role

We are seeking someone to provide administrative support for our ministry with students and young adults (henceforth referred to as young adults) at St Saviour's, during the maternity leave of our Associate Minister, Kath.

This role will support the smooth running of day-to-day coordination within the young adult's ministry, including managing rotas, overseeing the welcome processes, supporting events, and maintaining connections with students who are away at university. The role requires discretion and sensitivity appropriate to a pastoral ministry context. The successful candidate will be a committed Christian.

Key Responsibilities

- **Rotas and Weekly Communication**

Organise and maintain rotas/communication for the Tuesday Gathering:

  - Cooks
  - Washing-up teams
  - Ministry teams
  - Prayer Team

- **Ongoing Student Communication**

Send weekly updates about events to the Student and Young Adult WhatsApp Group.

Contact returning students during holiday periods to inform them about upcoming church events and opportunities (e.g. Christmas and Easter services). Invite them to summer Bible studies and other relevant activities.

- **Sunday Evening (6pm) Service Support**

Support the administrative needs of the 6pm service, including:

  - Creating and co-ordinating reading rotas
  - Organising welcome teams for the *First Sunday of the Month Socials*

- **Freshers' Week and Student Welcome**

Support the administration of Freshers' Week, including:

Responding to newcomer enquiries via email, and "Student Link Up" enquiries via the Fusion Movement website.

Communicating with Fusion Movement to take part in the *Try Church* stand at the Freshers' Fair.

Working in partnership with Michael Hillier (Curate) to prepare student *Welcome Packs*, including:

- Creating and printing term plans
- Creating and printing student and young adult information flyers.
- Connect cards
- Ensuring there are enough notepads/chocolate for the packs

- **Retreat Administration**

In partnership with Michael Hillier, to support the administrative organisation of student and young adult retreats, including:

- Booking venues/ speakers.
- Managing dietary requirements and communicating with the venue.
- Setting up event on ChurchSuite

- **Welcome Flow and Integration**

Manage and follow through the church's Welcome Flow on ChurchSuite:

- Sending initial welcome emails
- Having coffee meetups with new students and young adults
- Supporting integration into PODs and Tuesday Gatherings
- Conducting a follow-up check-in after three months to ensure individuals have settled well.

- **Young Adults Events and Team Coordination**

Communicate with the Young Adults team to support:

- Organisation of Young Adults welcome dinners
- Planning and administration of termly socials.

Knowledge & Experience:

- Experience working within an administrative environment
- Possess significant organisational skills
- Being methodical and detail orientated, having a confidence in planning, coordinating and setting priorities.
- Being a flexible and committed team player

Technical Proficiency:

- Proficient user of Microsoft Office suite, internet and email systems.
- Familiar with the ChurchSuite management system (we can arrange timing).

Communication Skills:

- Strong written, and verbal communication skills

- Good and active listener
- Maintaining appropriate confidentiality
- Possess strong interpersonal skills and the ability to communicate effectively with a wide range of people (clergy, staff, church members, volunteers, visitors, the vulnerable – in person and in writing).

Opportunities to Develop / Training:

Training will be provided to support the effective use of the church's software systems.

Person Specification

Essential

- This post has an occupational requirement for the post holder to be a Christian, and to become a worshipping member of St Saviour's church community.
- Be a prayerful, committed Christian with a demonstrable love and concern for the spiritual growth and practical needs of people within their care.
- Be a person of integrity. Part of being a Christian leader is modelling a lifestyle that is reflective of being a disciple of Jesus and is in keeping with the values and teaching of the church you lead in. Hence, we expect those in significant positions of responsibility at St Saviour's to respect and endeavour to uphold the values and teaching of St Saviour's and the wider Anglican church in their conduct, and to be sensitive to other people's perception of their lives. Please speak to a member of the leadership team if you have questions or concerns about this.

Main Terms and Conditions

Contract: Part-Time Maternity Leave

Hours: 7 hrs per week (exact hours can be flexible)

Salary: Based on a full-time equivalent salary range of between £23,660 and £30,940 depending on experience. With a range of hourly rate between £13 and £17 this will equate to between £4732 and £6188 (per annum).

Annual Leave allowance: Based on a full-time equivalent of 5 weeks plus UK bank holidays.

Appointment: Appointment to this post is subject to satisfactory reference, proof of right-to-work in the UK and an enhanced DBS check (due to the nature of working with vulnerable adults)

Length of Role: 8 months: March 2026 to December 2026.

Reports to: Associate Minister (March-August)/ Curate (August- December)