



*At the **heart** of the High Street*

Administrator for New Malden Methodist Church

Background Information

New Malden Methodist Church (NMMC) is situated at the heart of the High Street. Our Mission Plan focuses on becoming more deeply embedded at the heart of the community, and we are situated in a prime position on the High Street, making the Church a popular venue for groups and events. It is surrounded by offices and shops that bring workers into the area during the week, and it also benefits from good public transport links. The building is extensive and in addition to Wesley's Coffee Bar at the front of the site offers a range of spaces for hire, the income from which is vital to the Church.

Our Mission Strategy has several dimensions, including:

- Offering space for community groups to use, and developing links with these users;
- Developing a communications strategy to help us to reach a wider audience and making best use of our website, social media presence, and written and visual material;
- Using Wesley's as the launchpad for new mission and evangelism work;
- Building/deepening links with the local community, especially in and around the High Street.

At the moment, Wesley's opening hours are 10am to 2pm during the week. We serve a selection of hot and chilled drinks, including filter coffees and speciality teas; customers can bring their own food, and we also offer a selection of biscuits, crisps and fruit. On Saturday mornings, Wesley's opens up between 10am and 12pm, and is normally staffed by volunteers from either the church or an external organisation, who sell home-made cakes as part of their charity coffee mornings.

We have a wide and varying range of community activities taking place in Wesley's and other rooms within the Church. These include the monthly bereavement café, arts and crafts, board games, short tennis, Tai Chi and a walking group. There is also a community larder to which those who can donate non-perishable food and toiletries, and from which those in need can help themselves. During winter, we partner with Churches Together in Malden to provide warm space, and free teas and coffees are available for those who need them. Musical activities, such as midweek lunchtime classical concerts, bring in a range of people, and some external groups hire space in the Church for their own activities.

We wish to recruit a new Administrator to join the Staff Team, which currently consists of the Minister (who has oversight of two churches) and our part-time Development Officer, who manages Wesley's and takes the lead in developing much of our mission and outreach work.

The successful applicant will work with both paid staff and volunteers (such as Church Stewards) to develop our mission and outreach. This includes the efficient running of the Church Office, managing internal and external communications, and building and bookings management. The postholder will be part of NMMC's Leadership Team, which meets around every six weeks.

Key Responsibilities

- Staffing the Church Office in conjunction with the Development Officer
- Managing internal and external communications effectively and efficiently.
- Managing regular and one-off room bookings, as the main point of contact with hirers.
- Serving on the Leadership Team and contribute to NMMC's strategic development.
- Liaising with the Property Coordinator and providing administrative support

Specific Duties

- Internal communications: preparing and distributing weekly notices and the monthly Spotlight magazine, maintaining a sign-up sheet for Sunday service volunteers and contacting readers, liaising with the Circuit Office, printing the preaching plan and updating the Church Directory.
- External communications: maintaining/updating the Church's website, printing and displaying Prayer of the Week, producing publicity for upcoming events in hard copy and online formats, answering correspondence, responding to planning or license applications in conjunction with the Minister and Property Coordinator.
- Managing room bookings: answering e-mail, telephone and in person queries, booking forms and safeguarding checklist, collecting/returning deposits, checking rooms after one-off uses, organising lending of keys/letting in of hirers, invoicing and credit control with regular hirers, checking the Church bank account for payments and chasing anything outstanding, preparing and distributing the weekly Hall Diary.
- Safeguarding: maintaining database of DBS checks and safeguarding training in conjunction with the Church Safeguarding Officer, initiating/verifying DBS applications.
- Governance: uploading annual Statistics for Mission, completing Data Protection Checklist, act as liaison with Abacus Pre-School and serve on their committee.
- Leading the redevelopment of the Church website and usage of social media to reach a wider audience beyond the Church's existing contacts, in conjunction with the Development Officer.
- Assist with aspects of the day-to-day running of the building (e.g. setting the heating, ordering cleaning supplies, organise rubbish and recycling bins, regularly checking the defibrillator) in conjunction with the Property Coordinator, and ensuring that necessary documents (such as the Safeguarding Policy) are displayed throughout the building as required.
- Administration of particular events (such as the annual Christmas Tree Festival), maintaining the Saturday coffee morning sheet for Wesley's Coffee Bar.
- Undertake relevant training as required.

Person specification

The successful applicant will be:

- Hospitable and able to facilitate a welcoming atmosphere in the Church.
- Somebody with strong interpersonal skills and who is a good listener.

- Experienced in use of social media, with a track record of developing promotional materials.
- Able to deal courteously and professionally with customers, volunteers and outside groups.
- Self-motivated, flexible, organised and efficient.
- Able to work well in a team, and to encourage and motivate others.
- Able to maintain appropriate confidentiality and to work calmly under pressure.
- Sympathetic to the aims and priorities of the Methodist Church.

Training will be available to support the successful applicant as needed, and to fulfil all the Methodist Church's Safer Recruitment requirements. This includes completing both Foundation and Advanced Safeguarding modules, and undertaking Equality, Diversity and Inclusion (EDI) and Data Protection training modules.

Further Details

The post will be 15 hours per week, with flexible hours to be agreed with the Minister.

The starting salary will be £11,700 p.a. to £12,480, depending upon experience and skills. In hourly terms, this exceeds the London Living Wage for 2025.

The employee will also be enrolled in a workplace pension.

The Administrator will report to the Minister, who will act as their Line Manager.

The appointment is subject to satisfactory references and disclosure from the Disclosure and Barring Service (NMMC will pay for this, on acceptance of the appointment) before commencing work, and the successful completion of a six-month probationary period.

For more information, please contact Rev Dr Karl Rutlidge at karl.rutlidge@methodist.org.uk.

Application forms for this post can be obtained from the Church Office (either in person, or by e-mail at nmmc@hotmail.co.uk), from the Minister at the e-mail address above, or on the Methodist Church website on the 'jobs around the Connexion' page.

Please return your completed form (details of how to do so are included within the form) by **March 25th at 5pm**.

Interview dates will be arranged with each applicant, in the week beginning Monday 7th April.