



JOB DESCRIPTION

Ministry Assistant (Administration)

Trinity Community Church LEP, Accrington

www.trinitycc.org.uk

Post Title:	Ministry Assistant (Administration and PA)
Post Hours:	12 hours/week normally over 4 mornings a week. Some flexibility of hours may be required for the post-holder to attend occasional evening and weekend meetings (time off in lieu given)
Pay:	£13.45/hour. Initial funding for 2 years.
Location:	The post holder will mainly be based at Trinity Community Church, Christ Church Square, Accrington, BB52NX, with some flexibility.
Responsible to:	Vicar, Trinity Community Church, Accrington.

Job purpose: We are looking for a gifted, experienced and skilled administrator to come and join Trinity Community Church, on a part-time basis to support our ministry. The purpose of the role is to provide administrative support to the church leaders at Trinity Community Church, and to assist with the smooth running of church activities. The role will also support diary management of our buildings, responding to emails and phone enquiries, the running of our website and social media and general administration. The post holder will be expected to be a key face and voice of the church to the wider community, better enabling us to serve our town.

As a faith-based organisation and a place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment where multi-tasking, sound decision making, self-motivation and discretion are essential. The post-holder will need proven organisational, administrative, communication and interpersonal skills.

Main duties and responsibilities (not necessarily in order of importance):

- 1) To provide administrative support to the vicar, including monitoring the church phone, email inbox and allocating as appropriate.
- 2) Assist with bookings and diary management of our buildings (Christ Church, St James, Woodnook Community centre).
- 3) Take minutes (when required) and actions at team meetings (including putting dates in diaries, using Microsoft Teams and Outlook).
- 4) Assist our ECC secretary in preparing the documents needed for Ecumenical Church Council meetings, Church Partnership meetings, Annual Church meetings and managing rotas, including our Sunday worship rota.
- 5) Take lead on maintaining and updating our website, social media and the 'A Church Near You' page.

- 6) To compile and maintain an up-to-date church database including new members.
- 7) Contribute to our mission and outreach activities i.e. sign-up sheets, flyers etc.
- 8) Ensuring confidentiality is maintained at all times. This includes managing both online and paper documents in an appropriate way and developing a working knowledge of GDPR compliance and practice (training will be provided).
- 9) Compiling and sending the weekly church notice sheet (print and email) and manage church notice boards.
- 10) To assist the church wardens in ensuring the church is compliant with relevant legislation affecting the operation of the church e.g. health and safety, food hygiene, parish returns etc.
- 11) To meet weekly with the vicar to discuss and prioritise commitments, administrative tasks and other diary entries.
- 12) Any other administrative task identified to enable us to work out our mission, eg. Seeking and applying for grants.

Background: Trinity Community Church is a local ecumenical partnership, made up of two Baptist churches and an Anglican parish. The LEP has recently expanded to include the town centre church of St James, and St Clement's church at Green Haworth. We currently have 3 Sunday services across the church buildings – 9:15am at St James once a month, 10:45am weekly at Christ Church, and 3pm on the second and fourth Sundays of the month at St Clement's. There is the possibility of a reordering project of the St James building beginning in the next year or so. Trinity also has a community centre in the Woodnook area, which was formally one of the Baptist churches.

At Trinity Community church we long to see more and more people hear the good news of Jesus and come to believe and trust in Him. We long to see growth at Trinity, both spiritually and numerically. Our mission statement is, 'Life with Jesus, Life Together, Life for all.'

To help us in this mission we are seeking someone with a gift of administration.

Person specification:

Criteria	Essential (E)/Desirable (D)	How this will be assessed? Application (A) and Interview (I)
Training and qualifications		
A good level of literacy skills necessary to produce newsletters, minutes, letters, emails etc	E	A
Maths and English to GCSE Grade 'C' or above / equivalent	E	A
Experience		
Working in a similar role	E	A & I
Working in a church ministry setting	D	A
Skills and competencies		
Excellent organisation and administration skills able to meet deadlines and manage workload	E	A & I
Strong planning skills, with the ability to work independently	E	A & I
Excellent interpersonal communication skills – written and oral	E	A & I
Strong attention to detail	E	A & I
Confident IT skills (Microsoft office)	E	A

Experience of balancing demands of an office	D	A & I
Ability to maintain confidentiality and sensitivity of personal and financial information	E	A & I
Personal attributes		
Skilled problem solver able to consider options and make decisions that will benefit the church	E	I
Excellent teamwork skills, flexible, co-operative, supportive and able to contribute to team goals	E	A & I
Strong written communication skills able to draft well-presented communications i.e. weekly updates, social media, newsletter, website text	E	A
Able to take initiative to ensure the smooth running of the administration within the church	E	A
A willingness to learn new skills	E	A & I
An eye for detail	D	A & I

Terms and conditions:

The role holder will be employed by Trinity Community Church, Accrington. The detailed terms and conditions will be contained in the Contract of Employment.

Salary - £13:45 per/hour paid monthly in arrears by direct transfer. Remuneration will be reviewed annually.

Hours – 12 hours per week. The role holder may be required to work additional hours to meet the reasonable requirements of the role. They will be eligible for time off in lieu for attending meetings outside normal office hours (which may include evening and weekends).

Pension – Access to a pension scheme is available, although the employer makes no contribution on behalf of the employee. Further details are available.

Probationary period - The role will be subject to completion of a satisfactory 6-month probationary period, with the first review at 3 months; appraisals will take place annually thereafter.

Notice period - During the probationary period two weeks' notice of termination of employment will be required on either side; thereafter one-months' notice on either side will be required.

Annual leave - Annual paid holiday entitlement is 28 days pro-rata (exclusive of bank holidays). Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of church activities.

DBS – An Enhanced DBS check is required for this role.

Safeguarding – Trinity Community church is committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake the Diocesan Safeguarding training course.

References – Appointment to the role will be subject to receipt of two satisfactory references.

Right to Work checks – The successful candidate will need to provide documents to show their eligibility to work in the UK.

Note - Flexible working arrangements may be considered including occasional working from home. The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.

How to apply:

Thank you for taking the time to read this job advert.

To apply for this role, please send a CV and covering letter explaining why you have applied and what skills and experience you will bring to the role, to Revd Paul McNally (vicar@trinitycc.org.uk).

The **deadline** for applications is **Sunday 29th March 2026**.

Interviews planned for week commencing **13th April 2026**.

Start date August 2026.

If you would like an informal conversation about this post, please contact Revd Paul McNally on 07816491522 or vicar@trinitycc.org.uk.