

REVELATION CHURCH

Church Administrator (Maternity Cover) Revelation Church London (RCL)

Hours: 21 hours per week (3 days, flexible, maternity cover)

Salary: £16,800 - £18,000 (£28,000 - £30,000 FTE), subject to experience

Location: Revelation Church Office, The Busworks, London, N7 9DP

Start Date: Mid-January 2026

About Us

Revelation Church London is a warm, welcoming, and growing community excited about sharing the good news of Jesus and serving both our church family and the wider community. Grounded in faith, we aim to create a space where everyone feels valued and encouraged to discover and use their unique God-given gifts and callings. We're looking for a friendly, organised, and proactive Church Administrator to join us on a temporary maternity cover contract and be an important part of supporting the life and mission of our church family.

Role Overview

Are you passionate about using your administrative talents to support a vibrant and growing church community? This part-time role offers a wonderful opportunity to work alongside our Strategy and Operations Manager, contributing to the practical running and development of church life. As the Church Administrator, you will be at the very heart of the church's work—helping with events, communications, finance, office management, and much more—while being supported and encouraged in your own faith journey.

Key Responsibilities

- **Events** – Organise and coordinate venue bookings for various events and meetings. Provide planning, support, and logistics for events—including Sunday services—to the leadership team and team leaders when needed. Serve as the main organiser for regular events like the Family Meeting and prayer nights. Collaborate with the Strategy and Operations Manager to plan the long-term church event schedule and coordinate larger gatherings such as church weekends away.
- **Communications** – Prepare and distribute weekly updates through Rev News and other church communications via Mailchimp. Liaise with the Media, Content, and Design coordinator to keep the church website and other communication platforms current. Manage the flow of notices for Sundays and oversee resources and information for newcomers, including Intro Rev materials.
- **Payments and Finances** – Handle payments, invoices, standing orders, and direct debits via online banking for church expenditure. Manage cash giving from Sunday services, ensuring proper record-keeping and timely payment of all fees and licenses.
- **Health, Safety and Risk** – Conduct risk assessments for events and office spaces, implementing necessary safety measures. Act as the designated first aider for the staff team (training provided), maintaining first aid kits and records.
- **IT and Systems** – Ensure IT licenses are up to date, providing staff and volunteers with access to required systems. Maintain organised digital filing in the church's SharePoint and manage song records with CCLI.
- **Rev Database Management** – Administer the church's online database (ChurchSuite), keeping records of individuals, small groups, children, and youth up to date. Create digital events with sign-up options, monitor digital registration for youth and children's activities, and ensure staff have appropriate system access and shared calendars.

- **Safeguarding** – Keep DBS records current for elders, staff, trustees, and volunteers. Work closely with the Safeguarding officer and Safeguarding trustee to ensure ongoing compliance.
- **Office Management** – Respond promptly to church email and phone enquiries. Maintain office supplies and equipment, ensuring the office space remains welcoming and orderly. Collaborate with the finance assistant to keep accurate records of church assets.
- **General Administration / Activity** – Arrange accommodation, scheduling, and travel for staff and training days. Coordinate leadership meeting dates and rotas. Purchase equipment, teaching materials, and resources as needed. Organise gifts for volunteers and church members. Provide strategic administrative support to the Strategy and Operations Manager on church organisation and strategy initiatives.

Skills and Qualities We're Looking For

- Excellent organisational and administrative Skills with strong attention to detail
- A self-motivated and proactive individual who can work independently and confidently solve problems
- Experience in project and event management is a definite advantage
- Comfortable managing basic financial tasks and record-keeping (training will be provided)
- Friendly and approachable, able to build positive relationships with people from diverse backgrounds
- Able to prioritise tasks effectively in a busy and varied role
- Strong written and verbal communication skills
- Professional and courteous telephone manner when dealing with staff and visitors
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and confident using technology

Additional Information

- **Contract:** Maternity cover, expected to last one full calendar year, including a three-month probation period
- **Hours:** 21 hours per week, some evenings, and occasional weekends for events (Time Off in Lieu will be offered)
- **Holidays:** 20 days paid holiday (pro-rated from the full-time entitlement of 25 days plus bank holidays), plus 3 fixed days at Christmas
- **Line Manager:** Reports to Andy Crawley, Strategy and Operations Manager

Faith Commitment and Occupational Requirement

As a Christian faith-based organisation, this role has an occupational requirement to be a committed Christian, as permitted under Schedule 9, Part 1 of the Equality Act 2010. The ideal candidate will share our devotion to Christ and the Church and have a good understanding of the Church's mission and nature as revealed in scripture.

How to Apply

If you are excited about this opportunity, please send an up-to-date CV and a cover letter explaining why you feel equipped for this role. Include contact details for two referees (one personal, one professional) and email your application to andy@revelationchurch.org.uk by midnight on 5th November 2025. Interviews will take place shortly afterwards.

For any questions or further information, feel free to contact Andy Crawley at the above email address.