Festival Church

Job Description (April 2026)

Job Title: Administration Lead - Towyn

Reports to:
Lead Pastor - Towyn

Responsible to:
Festival Church Board of Trustees

Job Purpose:
To provide administrative and systems leadership by developing, implementing, and overseeing administrative processes, systems, and task coordination that support the effective operation of the church. To work in close partnership with the Operations Lead to ensure these systems and processes enable the delivery, function, and sustainable growth of teams, ministries, and groups in support of the church's mission and ministries.

Duties & Responsibilities:
In accordance with the vision and values of Festival Church, furthering the mission of Festival Church Towyn:

Administrative Leadership

- Oversee and lead administrative processes, working in partnership with the Operations Lead and church leadership to ensure administrative activity effectively supports church operations.
- Manage the church office at Festival Church Towyn, ensuring administrative processes and systems are effective and well maintained.
- Administer church events, bookings, and activities, in coordination with the Operations Lead.
- Ensure administrative systems and processes are accessible and user-friendly for staff, volunteers, and community user groups, working in partnership with the Operations Lead.
- Maintain and update ChurchSuite for the local site, including managing contacts, key dates, rotas, and calendars, and liaising with team leaders as required.
- Maintain paper and digital filing systems.
- Manage stationery and office resources, including purchasing and maintaining appropriate stock levels.
- Administer church correspondence, including emails and phone enquiries, liaising with the Operations Lead where required.
- Compile and distribute church communications, including the weekly church email.
- Maintain accurate and up-to-date records within the church database for members, volunteers, and contacts.
- Administer building maintenance processes for Festival Church Towyn.

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- Coordinate minor maintenance tasks and liaise with suppliers and contractors as required, in collaboration with the Operations Lead.
- Provide administrative support to volunteers and ministry leaders, ensuring access to appropriate resources and information.
- In partnership with the Bookings Administrator and Operations Lead, manage building hire, including room bookings via ChurchSuite and customer liaison.
- Foster a positive and collaborative working culture among staff, volunteers, and community groups.

Finance & Records Management

- Support financial accountability through accurate administration, reporting, and record-keeping.
- Liaise with the Finance Administrator on church financial administration, including correspondence, invoicing such as building hire, and budget tracking in line with church policies.
- Maintain accurate records of church finances, subscriptions, and fundraising activity.
- Oversee Festival Church Towyn accounts, subscriptions, and access management (e.g. passwords).
- Prepare financial reports as required, in liaison with the Operations Lead.
- Oversee expenses, financial processing, and reporting in line with church policies and charity regulations.

Systems and Technology Management

- This role works closely with the Operations Lead to ensure systems and operations remain aligned.
- Manage and maintain church management systems and databases.
- Oversee church communications platforms, including the website, weekly Church Life email, and social media channels.
- Manage IT systems and digital tools to ensure technology effectively supports ministry and administration, including ChurchSuite, Mailchimp, and Google Drive.
- Oversee safeguarding administrative processes across systems and records, ensuring c ompliance and completion requirements are met.
- Ensure accurate record-keeping, including HR, legal compliance, and safeguarding documentation, in liaison with the Operations Lead.

Other Expectations:

- Work in partnership with the Operations Lead, with flexibility to complete administrative tasks remotely where appropriate.
- Participate in regular joint planning and review with the Operations Lead to ensure alignment between operations and administrative systems.
- Maintain appropriate confidentiality and discretion in handling sensitive information.
- Attend weekly Sunday services at Festival Church Towyn.
- Demonstrate and uphold the culture and values of Festival Church in all aspects of the role.
- Commit to ongoing personal discipleship and leadership development.

Hours of Paid Work: 16 hours per week (with flexibility for occasional additional hours as needed).
Salary: £28,025 - £29,500 FTE (£11,210 - £11,800pa, depending on experience, for 16 hours per week).

Qualifications and Skills
Essential:

- Strong administrative and organisational skills, with the ability to manage systems, processes, and competing priorities effectively.
- Proven experience in an administrative role, preferably within a church, charity, or faith-based organisation.
- High level of digital competence, with proficiency in office and collaboration software, for example Microsoft Office and Google Workspace.
- Working knowledge of financial administration processes, including record keeping and budget tracking.
- Strong written and verbal communication skills, with the ability to liaise clearly with staff, volunteers, and external contacts.
- Ability to work independently with accountability, and collaboratively as part of a wider l eadership and staff team.
- A committed Christian who actively supports and aligns with the values, culture, and vision of the church.

Desirable:

- Experience using church management systems, such as ChurchSuite.
- Experience supporting or administering events, bookings, or activities within a church, charity or community setting.

Personal Attributes:

- Proactive, organised, and detail-focused, with a strong sense of responsibility and follow-through.
- Approachable and collaborative, with the ability to build effective working relationships.
- Committed to the spiritual life, health, and wellbeing of the church community.
- Flexible and adaptable, with the ability to manage change and respond to evolving priorities.

Additionally, the applicant must Have CEFR C2 proficiency in the English language.

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