**Grosvenor Chapel**

**24 South Audley Street**

**London**

**W1K 2PA**

www.grosvenorchapel.org.uk

**Post of Chapel Administrator (CA)**

*Hours:* 25 hours per week: ideally Tuesday, Wednesday and Thursday 9am to 4.30 pm; and Friday 9am to 1pm but flexibility on this is possible. The CA is expected to take a 30-minute, unpaid lunchbreak. There is a requirement for the CA to work on-site.

*Pay:* £23,400 pa (£18 per hour) plus pension contribution.

*Accountable to:* The Priest-in-Charge, (PiC) Fr Richard Fermer.

*Key Contacts:* Chapel Wardens, Treasurer, Music Director, Pastoral Assistant, Parish Administrator at St George’s Hanover Square.

**Overview**

Grosvenor Chapel is a Chapel of Ease in Mayfair, with “district church” status, in the Parish of St George’s, Hanover Square, part of the Diocese of London in the Church of England. The Chapel provides a beautiful situation in which to work, with a friendly congregation. It embraces a variety of activities, including concerts and recitals, and the hiring of the Chapel’s community rooms for a range of classes and support groups, on top of its core activities of Christian worship, education and outreach.

The Chapel Administrator role is busy and varied, entailing contact with a wide range of people. As the first point of contact, in many instances, with couples wishing to be married, recently bereaved people seeking to arrange a funeral, and parents enquirying about having their child baptised, the CA plays a key role in supporting the Chapel’s mission. Duties range from handling email, telephone and in-person enquiries, welcoming and meeting potential hirers of the Chapel’s facilities, liaising with contractors, processing and monitoring payments, proof-reading and preparing documents including orders of service and Committee reports, and reaching-out to and engaging the Chapel congregation and community to get involved in and contribute to the Chapel’s activities. It is also very much a “hands on” role with the CA needing to be willing to muck in to assist with activities (e.g. setting up tables, checking washrooms are clean and tidy etc.) as and when required.

**Summary of Duties**

1. Assist the PiC in all aspects of administration relating to the Chapel’s regular services, as well as weddings, baptisms, funerals and memorial services from receipt of the initial query to the day of the service.
2. Handle enquiries for the hire of the Chapel’s rooms and facilities and be responsible for all aspects of the administration of room hires and events.
3. Prepare invoices, process payments and keep the Chapel’s financial records up-to-date.
4. Assist the PiC, Chapel Wardens and Treasurer in matters relating to the governance of the Chapel, including the preparation of material and information required for Chapel Committee meetings and by the Diocese of London.
5. Act as point of contact for the Chapel’s congregation and members of the public, dealing with requests for information and encouraging involvement in, and assistance with, the Chapel’s activities.
6. Produce and publish material, online and as hard copy, promoting the Chapel’s activities and facilities.
7. Manage the site, including monitoring its condition, arranging repairs, assisting with the initiation and oversight of larger refurbishment projects, ensuring the site is compliant with standard health and safety requirements and seeking best value from utility suppliers.

**Person Specification - Essential Requirements**

* *Computer literacy*: ability to use word processing and spreadsheet software.
* *Eye for detail:* ability to proof read service sheets and promotional material, to prepare letters and notices, to produce accurate financial information, including invoices.
* *Interpersonal skills:* friendly, polite and professional manner. As required in particularly circumstances to be sensitive and compassionate or authoritative.
* *Organisational skills:* ability to handle multiple tasks in tandem and to ensure work is prioritised effectively.
* *Flexibility:* ability to deal with the unexpected and willingness to adopt a can-do approach.
* *Teamwork:* work as part of a team alongside the Priest-in-Charge, the Director of Music, and key lay people from the congregation.
* *Trustworthiness:* act with probity and discretion.

**Person Specification - Desirable Requirements**

* Knowledge of Church of England forms of service.
* Experience in the use of Xero accounting software.

**Terms**

A permanent contract with a three-month probation period.

Pay is £23,400 pa (£18 per hour, 25 hours per week). Pension contribution.

It is expected that the CA’s hours will be spread over four days, ideally seven hours on Tuesday to Thursday (plus a 30-minute lunch break) and four hours on Friday. There is scope for negotiation on the pattern of days to be worked.

The Chapel Administrator is required to work all their hours on-site at the Chapel.

As the Chapel is part of the Diocese of London, applicants should (at least) be in sympathy with the doctrine and practice of the Church of England

**Application and Selection**

Application is by completed application form and brief (maximum one page) covering letter. CVs will not be accepted.

Applications should be submitted:

*by email:* richard.fermer@grosvenorchapel.org.uk subject: “Post of Chapel Administrator”

*or by post:* The Rev’d Dr Richard Fermer, “Post of Chapel Administrator”, Grosvenor Chapel, 24 South Audley Street, W1K 2PA.

The closing date for the receipt of applications is Wednesday 21st September, 2022.

Interviews will held, in person at the Grosvenor Chapel, on either Wednesday 28th or Thursday 29th September, 2022.