



Christ Church Fulham

**Operations Administrator
3 days, 22.5 hrs a week**

Christ Church Fulham (CCF) is a dynamic and Spirit-filled Church of England church with a diverse community in South West London. Our Vision is to 'Make Jesus known in Fulham as in heaven'.

Reports to: Operations Manager as your line manager and employer on behalf of the PCC. The Operations Manager will oversee all personal employment and contractual matters, training, performance management, conduct, personal, pastoral support and safeguarding with a dotted reporting line to the Vicar for the outworking of the Church vision

Key Contacts: Operations Manager, Vicar, Staff team, Leadership Team, PCC, Volunteers and the London Diocese

Salary: Pro-rata salary is £19,200 for 3 days which is £32,000 full time Equivalent.

Hours: 22.5hrs per week

Key Responsibilities:

Administrative & Organisational

- Assist with Church of England legal administration: Banns, Baptisms, PCC, Diocesan returns, and Audits
- Maintain church databases and Electoral Roll
- First point of contact for IT issues, liaising with our IT partners
- Assist with the administration of risk assessments, corporate governance, compliance requirements for GDPR, and Health & Safety
- Implement and maintain procedures/administrative systems
- Liaise with staff and suppliers
- Assist with Events and Projects
- Organise provision of stationary, liaison with printer support and maintain order in the office

Disclosure and Barring Service (DBS) Administration

- Keep records up-to-date of all volunteers including Basic and Enhanced disclosures and training records on the Church of England website, flagging any risks to the Operations Manager
- Reach out proactively to volunteers to obtain information
- Be proactive in bringing in new initiatives to keep CCF a safe place for all

Communications & Marketing

- Act as the central hub for internal and external communications
- Oversee and update the church website (with external support)
- Lead the CCF digital marketing, including email campaigns (Mailchimp) and social media (Instagram, TikTok, Facebook)
- Maintain and develop ChurchSuite as the primary tool for team communication and scheduling
- Introduce Planning Centre to parts of the church

Front of House & General Support

- Help manage the church Reception function—handling enquiries, deliveries, and guest welcomes
- Provide general support for other staff team members as appropriate
- Assist with enquires to rent out CCF's premises

Person Specification:***Skills, Knowledge and Experience***

- Proven administration experience in a fast moving environment
- Strong collaborative teamworking
- Digital marketing and communication skills
- Website content editing e.g. Squarespace, Wix, WordPress (desirable)
- Excellent organisational and basic project management skills
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- High level of discretion and integrity

Other requirements

- Fully aligned with the spiritual leadership of the Vicar and the Church of England tradition
- You will be encouraged to consider Christ Church Fulham as your home church
- This role is subject to an Enhanced check by the Disclosure and Barring Service (DBS) and ongoing checks as required by Christ Church Fulham. You must disclose any conviction or caution unless exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order
- Christ Church Fulham operates a fair Policy for Ex-offenders and complies with the DBS [code of practice](#). Further details are available upon request
- You agree to comply with the [Christ Church Fulham Safeguarding Policy](#)
- You must already have the right to work in the UK