



ReNew Conference

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## ReNew Administrator Position Description

- Objective** Assist the Trustees, Pioneering and Operations Director, and Planning Team in the administration of running the charity and events hosted to support the aims of ReNew.
- Reports to** ReNew Pioneering & Operations Director
- Context & Location** 37.5 hours per week excluding any break times, with flexibility to WFH or hybrid working. Your working pattern will be agreed with the Director of Pioneering & Operations. Your hours will generally be worked within the period of Monday to Friday between 9am and 6pm, however there will be occasional evening and weekend work required as part of the role.
- Holiday** Five weeks' annual leave, calculated as 25 days or 187 hours per annum plus statutory bank/public holidays
- Salary** £30,000-£35,000 per annum. The starting point within this range will be determined by the successful candidate's experience and qualifications.
- Pension** ReNew offers an employer's pension through NEST. We will pay a minimum 7% employer contributions with 1% employee contributions. You can opt to pay further employee contributions. We will match up to a further 4% of employee contributions increasing our employer contributions up to 11%. You can make higher employee contributions but these will not be matched.

## Position Summary

A key administrative role assisting the ReNew Trustees, Pioneering and Operations Director, and Planning Team in supporting local churches working together locally, regionally, and nationally to pioneer, establish, and secure healthy local Anglican churches, for the salvation of England (see [ReNew Agenda](#)). The role is both events based, organising several key events each year (the

national ReNew Conference, regional Future Leaders Conferences, the Regional Leaders Gathering, Alternative Selection Days, and webinars), and administration focused with tasks and projects to support the operations of the charitable organisation of ReNew Conference (Charity No. 1174727). In both aspects of the role you will be representing ReNew's Christian identity in how we relate to other people and organisations and communicating how the Christian identity of ReNew shapes its needs and relationships, as well as partaking and leading as appropriate in prayer for the ministry of ReNew. Given that this postholder will represent ReNew, the post carries an Occupational Requirement under Schedule 9 of the Equality Act 2010, permitting ReNew to appoint an individual who actively professes the Christian faith in accordance with our [Statement of Faith](#).

## Responsibilities

### Conferences and Events

- Work with the ReNew Trustees, Pioneering & Operations Director, and Planning Team in organising the annual conferences and events hosted by ReNew. This involves helping to plan the conferences from start to finish, consulting with and booking venue & accommodation clarifying our requirements as a Christian charity, budgeting, setting up registration forms & managing bookings, liaising with our publicity and communication team, recruiting and briefing volunteers, organising catering, production of conference materials such as programmes & booklets, and arranging conference AV.

### *Summary of Conferences and Events*

- **Annual ReNew Conference** (September) – residential conference of approx. 400 church leaders, currently hosted in Leeds.
- **Future Leaders Conferences** (Autumn and Spring) – conferences of approx. 10-70 people considering f/t or p/t ministry, currently hosted in London, Gateshead, and Manchester.
- **Regional Leaders Gathering** (March/April) – residential gathering of approx. 50 Regional Leaders, hosted in London.
- **Alternative Selection Days** (time varies) – interview panels for approx. 2-5 candidates being evaluated for future set apart ministry, hosted in London.
- **Webinars** (time varies) – ongoing online webinar series.

## **Organisational Support**

- Arranging Trustee and Planning Team meetings including communicating dates of meetings well ahead of time, sending out agendas and papers, taking minutes, following up on action points, and organising catering & refreshments as required.
- Work with the Trustees and Pioneering & Operations Director to draft annual budget, implementing policies & procedures, and liaise with independent examiners to undertake the external financial accounts examination required by the Charity Commission.

## **Website Upgrade**

- Continue to oversee the roadmap of web upgrades following recent relaunch of the ReNew website including instructing and liaising with IT consultants as appropriate.
- Liaise with an IT consultant to implement a new CRM and master organisation database.

## **Other Administration**

- Ongoing financial management such as sending and paying invoices, monthly reconciliation of accounts, and presenting quarterly accounts. Budgeting and forecasting to ensure income covers all expenditure. Monitoring donations, claiming Gift Aid, and sending thank you letters as required.
- Supporting the Pioneering & Operations Director and Planning Team Chairman with day-to-day administrative tasks.
- Maintaining a database of contacts and ReNew Churches.
- Liaising with external contractors (e.g. venue, catering, AV, graphic/web designers, social media communications) as required to improve the overall running of the conferences and events hosted.
- Work alongside Comms & Engagement Coordinator to ensure:
  - Events are promoted and communicated well.
  - The website is kept up to date, including resources and postings in the Job Centre.
  - Regular publishing of the Regional Leaders' and ReNew network-wide newsletters.
  - Timely response to enquiries from churches, church members, and event delegates.

## Necessary Knowledge, Skills and Abilities

- Personal knowledge of and obedience to the Christian gospel, in agreement with and willing to uphold the charity's [Statement of Faith](#)
- A godly example with a servant heart, seeking to live a life of Christ-like integrity – especially in their own God-given identity, sexuality, gender and relationships.
- Able to work alongside others demonstrating Christian principles and behaviours including leading prayers in meetings of staff and/or volunteers
- Active gospel partnership through regular attendance and serving at a local church
- A self-starter who is able to work hard alone, take initiative, manage complex projects, and make things happen without a huge amount of day-to-day oversight.
- Proven experience in project management
- Computer literacy with word processing, spreadsheets and publishing software.
- General accounting skills (budgeting, reconciliation, etc)
- Outstanding communication (spoken and written English)
- Excellent organisational skills
- Attention to detail, with a knack for problem-solving and innovative thinking
- Customer-service orientation
- A team player who is good and flexible in getting alongside other staff members and volunteers and helping them make things happen
- Ability to give clear instructions, and instruct and supervise volunteers
- Confident telephone manner
- Legal right to work in the UK

### Desirable knowledge, skills and responsibilities

- Active gospel partnership through regular serving at a local ReNew church
- Proven experience in events management
- Experience of Excel
- Knowledge of Quickbooks
- Knowledge and experience of WordPress
- Confidence with no-code web editing, CRM systems, and databases.
- Basic web editing skills (HTML, CSS, JavaScript)