



**ST MARY'S
STEBBING**



The Way Forward Project at St Mary's Church, Stebbing

Job Description – Project Administrator - Technical

Job Title: Project Administrator - Technical
Responsible to: Way Forward Project Lead
Salary: £6,600 p.a (National minimum wage compliant)
Contract: Part time 10 hours/week, fixed term 16 months

Summary

The Church of St Mary the Virgin, Stebbing has recently been refurbished, with the help of a delivery phase grant from the National Lottery Heritage Fund for our 'Way Forward' project. This is a £1.9 million project that will have completed major repairs and upgrades to the historic church building and removed it from the Heritage At Risk register. There is additional work to see the completion of the capital works, alongside an exciting heritage activity programme to the end of 2027.

Main Purpose

The Project Administrator is an important role in the delivery of the project, coordinating work and activities and keeping appropriate records of work undertaken and claiming grant funding at timely intervals to maintain the project cash flow. The role also includes keeping the flow of information to interested parties, and various administrative tasks. The role described in this document is the 3rd of 3 Administrators in total, each of whom perform an aspect of the project administration, and they work together to deliver the required administration duties.

This third administrator post has arisen due to the restructuring of the project team following the partial completion of the capital works, whereby some of the contractor actions are outstanding, and further non-contractor actions are to be completed, along with the monitoring of snagging issues.

Key Responsibilities

The responsibilities of each of the administrator roles are listed below. The Technical Administrator job vacancy responsibilities are listed in section 3.

[1] Financial Administration

- Manage and control the delivery phase project budget ensuring that project activities are delivered within that budget, or any changes are reported to the Project Team.
- Pay supplier invoices and team expenses.
- Manage the CAF Bank account and ensure it is in credit at all times.
- Update the monthly Actuals figures.
- Reconcile the Activity Plan budget
- Submit regular progress reports to the Heritage Fund in line with their requirements.
- Keep records of all project spending and submit grant payment requests in a timely manner as agreed with the Heritage Fund.
- Support with the planning and delivery of project activities and events.
- Take minutes at project meetings and circulate to project team members
- Undertake additional duties as may reasonably be required.

[2] Marketing and PR Administration

- Positively promote the work of St Mary's and the project activities through design advertising both digital and in print.
- Work with project staff to manage and maintain all social media accounts to keep people updated with the project, providing regular posting on all accounts.
- Design and deliver the digital and in print advertising of project activities and events and support the planning and delivery thereof.
- Work with project staff to maintain a strong media profile through regular updates to local newspapers and parish magazines
- Gate-keep, maintain and update The Way Forward website,



- Update project blog
- Create bi-monthly newsletter (Forward Momentum)
- Undertake additional duties as may reasonably be required.

[3] Technical Administration

- Manage and update the project risk register.
- Maintain and keep updated a central database of project information in Dropbox, or other data storage medium determined by the project team.
- Manage ChurchSuite software
- Manage volunteer rotas and volunteer admin with the support of the Volunteer & Training Coordinator
- Manage faculty applications (full training will be given)
- Support installation process for interpretation displays
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- Assist in the creation of a cost/benefit analysis for website options following the end of the project
- Arrange visits from external suppliers and professionals involved in the project
- Arrange & attend project management meetings
- Manage the locations and storage of church property
- Manage the outstanding works and snagging list with the architect and contractor
- Support with the planning and delivery of project activities and events
- Undertake additional duties as may reasonably be required

The post holders will work closely with each other and the other team members, so that as far as possible, they can cover for each other in the case of planned or unplanned absence. This may mean taking on additional tasks or briefing a member of staff to enable the service to continue.

	Essential	Desirable
Personal Attributes		
Self-motivated, with an energetic and proactive approach to delivery	X	
A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues	X	
Willingness to work occasional unsociable hours, i.e. evenings and weekends	X	
A sense of responsibility and commitment to delivering work of consistently high quality	X	
Organised approach with the ability to set up and implement robust systems	X	
Knowledge & Skills		
Excellent verbal and written communication skills, with the ability to present and explain to different audiences and understand and capture what people are saying	X	
Excellent standard of numeracy, literacy, and IT skills	X	
Ability to establish and maintain positive relationships with people from diverse backgrounds.	X	
Knowledge of safeguarding		X
Experience		
Knowledge of project management – risk register, cost/benefit analysis		X
Heritage conservation – Faculty, interpretation		X
Understanding of capital works and snagging issues		X

Additional Information



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The post holder will work from St Mary's Church, Church End, Stebbing, CM6 3SW and/or from home as required and appropriate.

Primary hours of work will be Monday to Friday between 9.00am and 5.30pm. Specific days and hours will be agreed on appointment. There will be occasions where the post holder is required to work evenings and weekends and in this case time off in lieu will be given.

This post is not one that requires the holder to be a practicing Christian and is open to applicants of any faith or none. However, the role is one which requires an understanding of the Christian focus and ethos of the parish of St Mary the Virgin and its missional context and demonstrate a willingness to work within and alongside the parish sympathetically with that focus, ethos, and context in mind.

Appointment will be subject to a successful DBS check, and basic safeguarding training will need to be completed online within 6 months of appointment.

Recruitment Timescale

Role Advertisement	06/07/26
Application Closure	17/07/26
Interviews	22/07/26 to 30/07/26
Appointment	10/08/26
Contract End	31/12/27

To apply for the role, please complete an application form, and submit it to Rhoda Herbert at smvwayforward@gmail.com