

Please find attached the following information for the post of Church Administrator at The Spire Church, Farnham:

- application procedure;
- advert;
- job description and person specification; and
- application form (also available electronically as a Microsoft Word document)



THE SPIRE CHURCH, FARNHAM

A Methodist and United Reformed Church

is seeking to recruit:

Church Administrator (part-time)

*Flexible hours, occasional working from home, and reduced hours
in school holidays, are possible.*

Closing Date for applications 12 midday Wednesday 22 April 2026

NB - we reserve the right to bring forward the closing date if sufficient applications are received.

Interviews as soon as possible after application

Start date to be mutually agreed, but as soon as possible.

Further Information available on our website:

www.spirechurchfarnham.org.uk

or emailing:

secretary@spirechurchfarnham.org.uk

Operations Coordinator and Administrator

How to apply...

Please read through all the information carefully **before** beginning your application.

If you then decide you wish to apply for the position, please complete the enclosed application form. You should fill in the form step by step, noting the following points:

- Make sure the information given is accurate by checking for errors after you have filled in the form.
- **The supporting statement is your opportunity to 'sell' yourself.** In answering this section, it is important to provide evidence of your knowledge and skills as they relate to the post. Merely stating that you are good or competent at something will score fewer points than if you are able to support your statements with work-based examples. Please do not assume that we have prior knowledge of your capabilities.
- If you need to use additional sheets for the supporting statement (and elsewhere on the application form) then please do so clearly stating which part of the application form the sheet relates to.
- Please do not attach a CV as it will not be accepted.

Applications, marked 'Confidential' on the envelope (if sent as a hard copy), should be sent to:

*The Secretary, The Spire Church,
South Street, Farnham, Surrey, GU9 7QU*

or by email to:

secretary@spirechurchfarnham.org.uk

Applications need to be received by *Wednesday 22 April 2026*, 12 midday. Short-listing will be carried out thereafter and all applicants will be contacted following this. Interviews will be held on a date to be confirmed. Those invited to attend an interview will be required to come to The Spire Church, Farnham.

THE SPIRE CHURCH, FARNHAM INTERVIEW PROCESS

ONCE WE HAVE RECEIVED APPLICATION FORMS, WE WILL EMAIL AN ACKNOWLEDGEMENT.

1. After the advertised deadline date, all application forms will be processed. Late application forms, however, will not be considered.
2. **The first page** of the completed application forms will be detached and used for monitoring purposes only.
3. Shortlisted applicants will be contacted to be notified of interview times and the format of the interview.

NB: Please note that shortlisted applicants must bring with them their proof of eligibility to work in the United Kingdom at the point of interview. Please see attached notes for more details.

4. Unsuccessful applicants will be contacted.
5. Once all interviews have taken place, applicants will be contacted and told of the outcome by phone/letter and a provisional job offer will be made to the successful applicant.

JOB DESCRIPTION

JOB TITLE:	Church Administrator (part-time)
RESPONSIBLE TO:	A designated Line Manager
SALARY:	£14.50/hour
JOB SUMMARY:	Office based administrative and operational duties

The Spire Church is a community hub in Farnham town centre, occupying a landmark historical building. Worship services on Sundays and Fridays are at the heart of our life. The building is open seven days a week with various activities and events, and our main weekday activity is focussed upon the successful Spire Café. We are looking for an efficient and organised person to keep all the administration ticking over in the office and look after day-to-day operations. We currently operate two buildings (Farnham URC and Farnham Methodist Church), but the long-term operations of the church will be in the refurbished URC building. The lists of responsibilities and duties is a long one, but many of them are each very quick and simple, and many occur infrequently.

This is a part-time role, within school hours. Some working from home will be possible on occasion, particularly in school holidays. As this is a part-time role, we are willing to be flexible for the right candidate, recognising that a part-time employee will be fitting this around other commitments, but in return we hope that an employee would reciprocate that flexibility occasionally if necessary. Full training will be given on all our existing systems and processes, and some tasks will be handed over to the successful candidate on a gradual basis, but we welcome candidates offering fresh ideas and improvements.

Principal responsibilities and duties

These tasks will be undertaken most days:

- **Marketing and management of premises room hire for regular and ad hoc community bookings and the Church's regular and occasional activities. This will include, but is not limited to all communication, contracts, checking of hirers' policies, working within Trustee's procedures appropriate for various hirers, checking and issuing invoices before issue, and maintenance of records which are a legal requirement.**
- **Manage the entire premises to ensure that:**
 - i) Furniture is kept in the appointed places and set out according to the normal style for the area, storage throughout is organised and the premises are tidy at all times;
 - ii) The premises demonstrate the Church's welcome policy in everything which is provided there;
 - iii) Cleaning is always up the required standard, and act as the main contact with the cleaners;
 - iv) There is appropriate liaison with volunteers and contractors;
 - v) Appropriate supplies for the premises are ordered and stocks maintained.

These tasks will be undertaken most weeks:

- **Set the heating systems for all requirements.**
- **Communicate various items of information and correspondence within the church, including emails and noticeboards.**
- **Engage and correspond with visiting Worship Leaders and act as the link between all involved in the Service on those particular days.**
- **Prepare the weekly Order of Service paper, large print hymn sheets, events flyers etc.**
- **Communicate with those on duty for the Sunday and other Services and make similar arrangements for special Services, funerals and weddings and other ad hoc events.**
- **Assisting with recording and banking payments, and ensuring that incoming payments are banked in accordance with the church's financial controls.**
- **Prepare the projection slides for Sunday and other Services, as required.**

The following tasks will be undertaken most months:

- **Maintain the Church's computer records system.**
- **Ensure records of maintenance and work are documented and maintained.**
- **Manage the Church's payroll system.**
- **Maintain a register of Gift Aid Donors to enable tax refunds**
- **Issuing invoices to hirers, and tracking payments**
- **In conjunction with the Safeguarding Officer(s), maintaining safeguarding records, administering DBS checks and verifying documents, and training records.**
- **View the Church's website periodically to ensure the information is timely, and make amendments as appropriate.**
- **Maintain a full database for the Church family in various formats to facilitate a variety of communication needs and maintenance of records.**

The following tasks will be undertaken only occasionally:

- **Assist with production and distribution of agendas, papers and minutes, and rotas.**
- **Control and order stationery and associated supplies and arrange for copier supplies and maintenance.**
- **Print and manage the distribution process for church publications.**
- **Provide administrative support for the Minister(s) and Church Secretary (correspondence, telephone calls, communication support).**
- **Maintain the Church's paper archives within the regulations laid down.**
- **Make annual updates to the Charity Commission.**
- **In conjunction with the Safety Officer, all Health & Safety issues are addressed as appropriate including:**
 - i) **The arranging of Risk Assessments and recording of details;**
 - ii) **Publicising Emergency Evacuation procedures, including arranging fire drills and recording details;**
 - iii) **Adhering to the Church's Safeguarding Policy and publicising its existence, as appropriate;**
 - iv) **Maintaining safety data sheets and ensuring that there are COSHH assessments for cleaning chemicals purchased by the Church;**
 - v) **Ensuring that the Church holds the appropriate current waste transfer notes and waste carrier licences;**
 - vi) **As directed by the Fabric Committee, arrange with contractors or volunteers that the maintenance of all equipment /plant is carried out, whether routine or as an emergency;**
 - vii) **Report to the Fabric Committee, as required.**

The following apply at all times:

- **Act in accordance with all church polices at all times.**
- **Reasonable additional duties, as required**

Health and Safety at Work:

You are required to take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with The Spire Church, Farnham in adhering to statutory safety regulations.

This list is an indication of the main tasks to be performed. It is not an exhaustive list of duties, and responsibilities and may be subject to amendments to take account of changing circumstances.

Terms and Conditions

- Permanent appointment
- The salary is normally set for 1 January each year. A review will be considered each autumn for any rise on 1 January the following year. The starting hourly rate is £14.50/hour.
- No accommodation is offered.
- 20 hours/week. Ideally these would normally be worked 10 am – 2 pm, to match opening hours of the café, although we can show a measure of mutual flexibility. Flexibility to adjust hours may be required, as may the ability to work occasional overtime (either paid or time off in lieu as mutually agreed). Working from home is likely to be possible occasionally, and we would consider reduced hours in school holidays for a suitable candidate.
- The NEST pension scheme is available for eligible employees.
- All reasonable expenses will be reimbursed and occasional on-going training will be paid for. You will not be expected to use a car for this job.
- 28 days pro rata statutory annual leave entitlement per year, including bank holidays, to be taken on dates agreed in advance with the Line Manager.
- Appointment will be subject to a satisfactory DBS check, because the postholder will be processing safeguarding administration.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a three-month probationary period.
- The postholder is expected to work in sympathy with the aims and ethos of the church, and to behave in an appropriate manner.

PERSON SPECIFICATION

JOB TITLE: Church Administrator (part-time)

REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<p>Fluent written and spoken English for communication on the telephone, in person, and in writing</p> <p>Basic literacy and numeracy</p>	Any relevant computer or administrative qualifications or similar.	Application form/interview
Experience	Prioritising tasks and time management	<p>Working unsupervised.</p> <p>Previous administrative experience.</p> <p>Premises management, or health and safety</p>	Application form/interview
Knowledge	<p>Computer literacy to include Microsoft Office and email</p> <p>Able and willing to learn new software programmes (MyHallwizard) and other software programmes, e.g. internet banking, DBS checks, MailChimp</p>	Specific experience of spreadsheets and databases	Application form/interview
Skills and Abilities	<p>Self-starter</p> <p>Common sense</p> <p>Ability to work alone and also under instruction.</p> <p>Ability both to follow instructions and to use initiative.</p> <p>Ability to keep confidentiality.</p> <p>Good organisational and problem-solving skills</p>		Application form/interview

NB - as well as an interview, there may be a basic practical test for shortlisted candidates.

The Spire Church, Farnham, Job Application Form

Job Applied for:

Surname:

First Name(s):

Address:

Email:

Contact Telephone Numbers

Please indicate convenient times for us to contact you.
Discretion will be used when contacting you at work.

Home:

Work:

Mobile:

Do you have the right to legally work and live in the UK?

NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes. Please view attached paperwork for further details.

Do you require any special arrangements for interview and/or to help you take up this role?

Rehabilitation of Offenders Act 1974

Do you have any convictions which are not 'spent' within the meaning of the Act?
If so, please give full details.

This page will be detached and not used for shortlisting or interviewing.

Name of applicant:

Post applied for:

Education

Please list all qualifications achieved **e.g. - GCSEs, A Levels etc.**
List most recent first and give all results known whatever the outcome.

From Month/year	To	School/College	Examinations Taken	Results awarded

Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (*) the two most relevant and note what you have achieved.

From Month/Year	To	Employer	Job Title/Responsibilities	Achievements

Other Training

Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role.

Personal Interests/Achievements

Use the space below to describe **with dates (year)** any part-time activities. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

Specific Skills

List any specific skills or experience relevant to the job description and person specification.

Supporting Statement

Explain why you have applied for this job, outlining relevant qualifications and experience as they relate to the **person specification**. Emphasise why you consider yourself to be a strong candidate. Please use a further sheet of paper if necessary.

References

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer, or client if you are undertaking consultancy work. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that references may be approached prior to interview.

Name:	Name:
How is the referee known to you?	How is the referee known to you?
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Availability

Please give any dates when you are not available for interview.	Please give the date from which you are available for employment
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Where did you hear of us/see an advertisement?

Declaration

<p>1. I acknowledge that an appointment, if offered, will be subject to a DBS Enhanced Disclosure and satisfactory references acceptable to The Spire Church.</p> <p>2. I declare that the information given by me on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.</p>	
Signed: Name (please print)	Date:

PROOF OF ELIGIBILITY TO WORK IN THE UK TO SATISFY HOME OFFICE UK BORDER & IMMIGRATION REGULATIONS

If you are short listed, then on the day that you are invited in for your interview, you will be asked to provide documents showing proof of eligibility to work in the UK.

We will take a photocopy of these documents. The reasons for this are stated below:

The Immigration Asylum and Nationality Act 2006 require employers to carry out some document checks on each person they intend to employ.

Employers' responsibilities for avoiding illegal employment.

It is a criminal offence to knowingly employ a person who requires but lacks immigration permission, to be in that role. There are a maximum prison sentence of two years and an unlimited fine for employers caught in breach. In practice, this is aimed at employers who deliberately flout the law in order to exploit vulnerable employees and undercut legal competitors. The merely careless or negligent will, generally, be dealt with through a civil penalty. Employers who hire illegal immigrants can be fined £10,000 per illegal worker. Employers have to check and copy specific original documentation to obtain a 'statutory excuse' in respect of any new employees who may turn out not to have permission to work. The government has issued guidance which sets out when checks must be made, what employers need to do including tips on how to check authenticity and what to photocopy and retain (*see useful contacts section below*). Checks must be completed before employment begins, but re-checking is also required for employees with time-limited immigration status. Employers, who try to avoid prosecution by refusing to consider for a job anyone who looks or sounds foreign, are likely to be in contravention of the Race Relations Act 1976.

Any checks that are made should be done in a non-discriminatory manner in accordance with the government guidance. The guidance recommends that all job applicants should be treated in the same way.

Steps 1 – 3 below describe the document checking process for every new prospective employee.

Step 1

In order to comply with the Act, all candidates/applicants should be asked to bring the following to their interview:

one of the original documents, or two of the original documents in the specified combinations given in List A;

OR

one of the original documents alone, or two of the original documents in the specified combinations given in List B.

List A - If the individual is not subject to immigration control, or has no restrictions on their stay in the UK, they should be able to produce a document(s) from List A. Documents include passports or national identity cards saying that the holder is a British Citizen, a Commonwealth Citizen with a right of abode or national of the EEA or Switzerland. The checks must be made before they are employed and normally there is no need to undergo a further check.

List B - If the leave to enter or remain in the UK granted to an individual is time-limited or restricted, the document(s) provided will be specified in List B. List B contains documents that indicate the holder has restrictions on his or her entitlement to be in the UK and include a passport or travel document which is stamped with a work permit. The employer must obtain sufficient documentation e.g. a birth certificate combined with a document listing a UK national insurance number or a work permit and a passport to fully establish ability to work.

Anyone who is employed on the basis of documents from List B will need to have their documents repeatedly checked every 12 months or within an appropriate time period according to the visa expiry dates, to ensure the employee continues to have leave to enter or remain in the UK.

On each occasion that a follow-up document check is undertaken, the steps outlined below should be repeated in full within the given time period and the date of each subsequent check recorded.

Step 2

You are required to check the validity of the documents and be satisfied that the prospective, or existing employee, is the rightful holder of the documents they present.

- checking any photographs contained in the documentation (if available) – to ensure consistent with the appearance of the individual;
- check the dates of birth listed, where available, to ensure that these are consistent across documents and that you are satisfied that these correspond with the appearance of the individual;
- check that the expiry dates of any limited leave to enter or remain in the UK have not passed;
- check any UK Government endorsements (stamps, visas, etc.) to see if the individual is able to do the type of work on offer; be satisfied that the documents are genuine, have not been tampered with, and belong to the holder;
- if the prospective or current employee provides two documents which have different names, ask them for a further document to explain the reason for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory declaration.

Step 3

Make sure you keep a photocopy of the documents shown to you.

A black and white copy of the relevant page or pages of the document, in a format which cannot be subsequently altered, needs to be made (for example, a photocopy or scan or PDF file). In the case of a passport or other travel document, the following parts must be photocopied or scanned:

- a copy should be taken of the document's front cover and any page containing the holder's personal details. In particular, any page that provides details of nationality, his or her photograph, date of birth, signature, date of expiry or biometric details;
- any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement which allows the prospective or current employee to do the type of work on offer.
- other documents should be copied in their entirety.
- All copies should be dated and signed to confirm that the original has been seen.

A record should be kept of every document copied and these should be stored with the individual's personnel file for the duration of the individual's employment.

If you have any doubt about the authenticity or sufficiency to establish an applicant's right to work, you should contact Employer Checking Service via the **Border and Immigration Agency's Employer's Helpline on 0845 010 6677 or via email employerchecking@ukbe.gsi.gov.uk**

The legal framework

Those entitled to work in the UK

In terms of their freedom to enter the UK and work, there are several broad categories of overseas nationals:

- Those who are free to enter, remain and work in the UK with minimal restriction on their length of stay or ability to enter or change employment. These include nationals of the 'old' European Economic Area (EEA) countries, Swiss nationals and nationals of other countries who have been granted indefinite leave to remain. The 'old' EEA countries other than the UK are

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, and Sweden.

- Those with greater, but still limited, restrictions on their ability to enter and work in the UK. These include the nationals of the Accession 8 or 'A8' countries who joined the EU in May 2004 (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia) who need to register under the Accession Worker Registration Scheme, Commonwealth nationals with UK ancestry and dependants of British citizens and EEA nationals. (Cyprus and Malta also joined the EU on the same date but their nationals are not included in the Worker Registration Scheme).
- Those from Bulgaria or Romania (these countries joined the EU on 1 January 2007), often referred to as 'A2' nationals, who still need permits or their equivalent to take employment in the UK.
- Those admitted to the UK with temporary permission as students or participants in short-term employment including exchange schemes, or for training or work experience.
- Those admitted to work in the UK in certain sectors on a 'permit free' basis, but still requiring specific and time-limited permission.

Those requiring full employment-based permission to work in the UK.

The points-based system

Since February 2008, a points-based system has been in place to assess people wanting to come to work in the UK. The criteria are adjusted from time to time, so it is essential to check the latest information (*see Useful contacts section below*).

There are five tiers within the points-based system:

Tier 1 - Highly skilled

Tier 2 - Skilled

Tier 3 - Low skilled (*currently suspended*)

Tier 4 - Students

Tier 5 - Temporary workers (including holiday workers).

Sponsorship by an employer is essential for Tiers 2-5. Those in Tier 1 who meet the points requirement are allowed to come to the UK to seek work or to pursue self employment opportunities.

Only employers registered with and licensed by the Home Office are permitted to issue a Certificate of Sponsorship (CoS) to a named individual, who must then apply for permission to enter the UK. The employer must have undertaken a strict verification exercise in order to issue a Certificate of Sponsorship.

Documents which provide an Excuse

List A - Documents which provide an Ongoing Excuse

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent

residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.

4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.

5. A Biometric Immigration Document issued by the Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

13. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B – Documents which provide an Excuse for up to 12 months

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

2. A Biometric Immigration Document issued by the Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.

4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national of a European Economic Area country or

Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UK Border and Immigration Agency Employer Checking Service.

5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.

7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.