

The Benefice of Thornbury, Woodhall and Waterloo

The Thornbury Charity

Job Title: Part-Time Administrator

Location: The Thornbury Centre with occasional work at St. James the Great Parish Church, Woodhall.

Responsible To: Interim Priest-in-Charge

Contract Length: One year fixed with possible extension

Hours: 22 hours per week

Salary: £15-£20 per hour (depending on experience)

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About Us

The Benefice of Thornbury, Woodhall, and Waterloo includes the parish churches of **St. Margaret's Thornbury** and **St. James the Great, Woodhall and Waterloo**. We are two churches working collaboratively, sharing clergy and resources to serve our community effectively. Since the arrival of our new Interim Priest-in-Charge, both churches have experienced a renewal of vision and direction, with St. James showing signs of growth. The appointment of a Part-Time Administrator represents an opportunity for us to continue and strengthen this growth.

In 2025, **The Thornbury Charity** was established in partnership with St. Margaret's Church to manage The **Thornbury Centre**, resourcing and envisioning the Centre for the whole community. Located on Leeds Old Road in Bradford, The Thornbury Centre originally opened in 1999 following the redevelopment of St. Margaret's Church. Like many community projects, the Centre was significantly impacted by the COVID-19 pandemic, leading to its management being temporarily transferred to another charitable trust. With the arrival of a new parish priest, we are actively working to restore the Centre to its original vision as a thriving community hub. Through its work at The Thornbury Centre, The Thornbury Charity is committed to:

- Enhancing community well-being;
- Empowering local residents;
- Facilitating community dialogue;
- Building lasting partnerships;

Role Overview

We are looking for a proactive, highly organised, and enthusiastic Part-Time Administrator with strong self-awareness to join us during a pivotal and exciting time. This role offers a unique opportunity to be at the heart of a community-focused organisation, supporting the revitalisation of The Thornbury Centre and the mission of the Benefice of Thornbury, Woodhall, and Waterloo. The successful candidate will provide administrative support to the wider Benefice, The Thornbury Charity, and the Interim Priest-in-Charge. They will need to understand the unique strengths and challenges of each and offer effective, responsive administration accordingly. The ideal candidate will be confident working in a complex, fast-paced environment, particularly within communities facing deprivation, and will have excellent task prioritisation and organisational skills.

Key Responsibilities

Operational Management

- Serve as the first point of contact for facility hire at St. James Church and The Thornbury Centre.
- Oversee booking systems and online calendars for both sites.
- Ensure timely and full payments for facility hires.
- Work with The Thornbury Charity Trustees and the Benefice Joint Council to process payments for bills and contractors.
- Coordinate building inspections and maintenance in partnership with Churchwardens and Trustees.
- Maintain accurate records, databases, and filing systems.
- Organise room setups and ensure appropriate equipment is available for events and activities.
- Take shifts on reception at The Thornbury Centre.

Administration

- Assist clergy in preparing for occasional offices (baptisms, weddings and funerals).
- Oversee the preparation of the weekly Benefice bulletin.
- Ensure that the Interim Priest-in-Charge is supported administratively to carry out duties in the parishes and at The Thornbury Centre, where he serves as Interim Director.

Community Engagement

- Foster a spirit of welcome and hope achieved through positive engagement with staff, volunteers, and visitors.
- Work alongside the Parish Priest to build and maintain strong relationships with local stakeholders, residents, partner organisations, and service users.

Other Duties

- When requested, take meeting minutes for The Thornbury Charity meetings and Joint Council meetings.
- Perform additional duties as required to support the effective operation of The Thornbury Centre and the Benefice.

Qualifications & Skills

- Strong organisational and time management skills.
- Self-motivated with an ability to work independently and manage multiple projects simultaneously.
- Proficiency in Microsoft Office and relevant software tools (e.g., database management, financial software).
- Excellent written and verbal communication skills with strong engagement abilities.
- Problem-solving mindset with a focus on achieving practical results.
- Ability to work resourcefully with limited budgets.
- High levels of trust and confidentiality in handling sensitive matters and data.
- A passion for community development and a commitment to supporting local residents.
- Able to work cross-culturally and respectfully with people of different faiths and cultures.

This role offers a unique opportunity to be at the heart of a community-driven organisation, contributing to the revitalisation of The Thornbury Centre and the ongoing mission of the Benefice. If you are a motivated and community-focused individual with a passion for making a difference, we encourage you to apply.

Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience & Knowledge			
Experience within a charity, faith-based organisation, or community-focused setting		X	A/I
Familiarity with Microsoft Office and relevant software tools (e.g., database management, financial software).	X		A/I
Experience managing records, databases, and filing systems.		X	A/I
Basic knowledge of social media or website management.		X	A/I
Understanding of building maintenance coordination and working with contractors		X	I
Knowledge of the aims and beliefs of the Church of England, with a sympathetic approach to its aims and beliefs.	X		I

Skills & Abilities

Strong organisational and time-management skills, with the ability to prioritise tasks effectively.	X		A/I
Excellent written and verbal communication skills.	X		A/I
Ability to handle financial tasks.		X	I
Attention to detail, particularly in maintaining accurate records and reviewing policies.	X		A/I
Ability to work independently and collaboratively with clergy, trustees, and community groups.	X		I
Problem-solving skills and the ability to work proactively.	X		I
Ability to speak Urdu		X	A
Understanding of the challenges and opportunities of working in an interfaith and intercultural context.	X		A/I

Understanding of safeguarding policies and procedures.	X		I
Personal Attributes			
Resilient and adaptable, particularly in working within deprived and diverse communities.	X		I
Approachable and professional, with excellent interpersonal skills.	X		I
Discretion and ability to handle confidential information appropriately.	X		I