

Spiritualists' National Union
Job Description Form – Church Relations Co-Ordinator

Job Description

Job Title:	Church Relations Co-Ordinator
Department/Location:	Homebased with some travel across the UK
Reports to:	CDM
Staff Responsibilities: N/A	
exe	
Hours of work:	35 hours per week
Salary Range:	£25k - £28k plus car allowance
Summary of Position: The Church Relations Co-Ordinator will provide a direct response [phone, online, face-to-face consultation] to facilitate appropriate support for SNU churches/centres. Responding to the variety of complex situations that can arise in the church/centre, the Church Relations Co-Ordinator will need to be able to respond with empathy, while displaying professionalism, and complying with Church rules, Bye-laws and charity law.	

Primary Responsibilities

Provide a main point of contact for all churches/centres	Maintain Support Officer records
To build and maintain relationships with churches/centres in order for the church/centre to develop and grow	To accurately record support information and report to line manager
To travel as necessary to provide/facilitate appropriate support for the church/centres	To liaise with relevant committees and provide reports and assistance.
To relay NEC decisions to Churches/Centers	To use CRM systems to update and maintain records and filing systems
To analyse Church accounts and provide support and guidance to Churches with their accounts	Schedule own workload to ensure standards are fully met and timeframes adhered to daily
Assisting Churches with Church rules, charity law, H&S, Data protection & Safeguarding.	Undertake any other duties assigned by the COO/ General Manager/Line Manager
Ensuring all dispensation requests are dealt with in a timely manner.	Provide a main point of contact for all churches/centers/ volunteers
Training of Churches District Councils and volunteers with Church rules, charity law, bye laws	Identify any causes for concern and implement any resolutions/support etc
To manage volunteer support officers ensuring any training needs are identified and reported to your line manager	To support churches in the AGM process
To create and deliver a bimonthly newsletter for churches, highlighting best practice	Act as support officer as appropriate
Increase interaction and uptake of churches and members within the democratic processes of the SNU	Identify and develop volunteers for future roles within the SNU

Personal Specification

	Essential	Desirable
Qualifications & Training	Educated to A level	Educated to Degree level
Experience	At least 3 years on a SNU Church Committee	A years' experience on a SNU District Council
Qualities and Attitude	Well-organised, flexible, good team player, problem-solving approach, Proactive	

Competencies

Strong organisational skills	Problem-solving approach
Good interpersonal skills	Multi-tasker
Strong IT skills	

Prepared by

Name:	<<insert name>>	Signature:	<<insert signature>>	Date:	<<insert date>>
Title and/or Department:	<<insert title / department>>				

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Travel will be required within the UK and there will be a level of evening and weekend work (including attending church meetings where necessary) where time off in lieu (TOIL) is offered.