



LIFECENTRAL
CHURCH

EXECUTIVE ADMINISTRATOR

ABOUT LIFECENTRAL CHURCH

At Lifecentral, we love doing life and work together. We're a vibrant and growing team with a heart to welcome people from all walks of life, and every week we see new guests exploring Jesus for themselves and finding genuine connection and community with us. Our staff culture is collaborative, caring, and full of energy – we're not afraid to work hard, but we make sure to celebrate and have fun along the way. Our vision is bigger than our budget, but we're trusting God to be faithful and to use us to inspire people to find and follow Jesus. If you join our team, you'll be part of something exciting, where creativity, vision, and people's stories of transformation drive everything we do.

Location:

Lifecentral Church

Reports to:

Executive Pastor

Hours:

PT

(flexible working considered)

PURPOSE OF THE ROLE

Lifecentral Church is a vibrant, multi-site church committed to inspiring people to find and follow Jesus. As our church continues to grow, the need for strong systems, clear processes, and healthy team culture becomes even more important.

We are seeking a highly organised and proactive Executive Administrator to bring strategic leadership to our administration. This role is about much more than handling paperwork – it's about creating the foundations that enable people to flourish. By leading processes, supporting staff and volunteers, and keeping communication clear, you will help ensure that our vision is carried out with excellence.

This is a unique opportunity for someone who thrives on detail, enjoys building systems that serve people, and wants to use their skills to help create a welcoming, effective, and faith-filled environment where lives can be transformed.



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KEY RESPONSIBILITIES

Systems & Processes

- Oversee and manage our CRM system (ChurchSuite), ensuring accurate data and effective use across teams.
- Develop and maintain administrative processes that support events, team communications, and staff accountability.
- Ensure policies and procedures are current, accessible, and consistently applied.
- Provide oversight of compliance areas such as GDPR

Human Resources (HR)

- Support HR processes, including recruitment, onboarding, and maintaining staff records.
- Oversee the staff appraisal process, ensuring reviews happen consistently and outcomes are followed up.
- Handle staff information with complete confidentiality.

Events & Communications

- Coordinate administrative planning for key church events, working alongside staff and volunteers.
- Manage internal communications to ensure clarity and alignment across teams.
- Take minutes in key strategic meetings and communicate outcomes to the wider operations team.

Reception & Volunteer Oversight

- Recruit, train, and manage volunteer teams, including reception, ensuring a welcoming environment for guests and visitors.
- Provide ongoing encouragement and support for volunteers, helping them thrive in their roles.

General Administration & Leadership

- Provide executive-level support to the Senior Leadership Team where needed.
- Manage key organisational calendars, bookings, and shared resources.
- Offer strategic oversight of administration, ensuring systems and processes enable staff and volunteers to flourish.

THE KIND OF PERSON WE'RE LOOKING FOR

We are looking for a leader who is:

- Highly organised and detail-focused.
- A confident communicator, both written and verbal.
- Comfortable with technology and database systems (experience with ChurchSuite is a plus).
- Experienced in administration, HR, or operations (or willing to grow in these areas).
- Relational and approachable, with the ability to build strong working relationships.
- Able to lead and manage volunteer teams with confidence.
- A problem-solver who takes initiative and can balance multiple priorities.

It is a Genuine Occupational Requirement that the holder of the post is a practising Christian whose lifestyle is consistent with the values and doctrine of the Christian faith. It is a requirement of the role that the holder of the post will participate in any acts of collective worship as is required and provide Christian religious support and /or participate in common prayers or other Christian religious observances. Additionally, all members of staff actively participate in weekly collective devotions (prayer, Bible reading, and shared reflections on the work of Jesus Christ), offering prayers for each other, the community and for specific or general aspects of Church life.

WHAT WE OFFER

- The chance to play a key role in a church making a difference locally and beyond.
- A supportive, fun, and collaborative staff team culture.
- Flexibility in working pattern
- Training and development opportunities.

TERMS AND CONDITIONS

The role is PT (22.5 - 30 hours)

Salary between 27 – 30K FTE depending on experience

HOW TO APPLY

If you are excited about this opportunity and believe God may be calling you to this next step, we'd love to hear from you. Please apply online, using the link on our website (<https://lifecentralchurch.org.uk/vacancies/>) and we will be in touch to let you know the next steps of the application process.

The closing date is 5pm on 31st October 2025, however we reserve the right to close the application process early, should a suitable candidate come forward and be appointed before the closing date.

