

JOB DESCRIPTION:

Office Manager (inc. finance & events) for the Oxford Pastorate

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| Start date: | September 2025 |
| Duration: | Permanent (6 month probation) |
| Hours: | 0.5 FTE (20 hours per week)* |
| Location: | Combination of home / virtual working or central Oxford office |
| Holidays: | Equivalent of 6 weeks <i>per annum</i> plus bank holidays (or time in lieu) |
| Employer: | The Trustees of the Oxford Evangelical Pastorate |
| Reporting to: | Dr Bethan Willis, Oxford Pastorate Chaplain |
| Salary: | £34,634 rising to £36,019 pro rata |

Overview of the Role

The Office Manager is at the heart of the Oxford Pastorate team, engaging with staff, students, academics and churches on a regular basis and helping to nurture the exceptional Oxford postgraduate ministry ecosystem. It is a role which would suit a focused and detail orientated person who holds together a genuine enjoyment and aptitude for administration with a sense of the bigger picture and a love for those they serve.

The Oxford Evangelical Pastorate was set up by Trust Deed in 1893, with the aim of 'promoting true and lively faith in Christ amongst members of the University of Oxford'. Since September 2008 the Pastorate's ministry has focused on postgraduate students (oxfordpastorate.org). We offer postgraduates the opportunity to engage their scholarship and their faith; to consider their vocation and formation as leaders, intellectuals and academics; and we bring different Christian groups together in cooperative outreach to the University – in service, intellectual engagement, and mission. The Office Manager plays an important role in enabling the smooth running of the ministry and contributing to its future success.

Responsibilities / Duties

The Office Manager will work alongside other members of the Oxford Pastorate team, under the leadership of the Pastorate Chaplain, facilitating ministry to the postgraduate community at Oxford University through delivery of practical support:

1. Managing the virtual office
 - a. Developing and maintaining the processes needed to run an efficient virtual office (experience of using Microsoft Office 365, Zoom, Mailchimp, Canva)
 - b. Monitoring electronic filing, diaries and databases
 - c. Procuring software, hardware and office supplies as needed
 - d. Keeping the Oxford Pastorate diary of postgraduate ministry activity

2. Managing finances, ministry budgets and spending
 - a. Working with staff on ministry expenditure, expenses
 - b. Maintaining Xero (accounting software) with up-to-date information
 - c. Liaising with our accountants, Wenn Townsend
 - d. Liaising with relevant external bodies (HMRC; CofE pensions; insurance etc)
 - e. Liaising with the Chaplain and the Treasurer over budgets, annual accounts and other financial matters
3. Supporting the Oxford Pastorate Chaplain
 - a. Drafting emails when required (e.g. inviting partners to events, sharing information)
 - b. Planning and organising meetings:
 - i Weekly team meeting agendas
 - ii Weekly administration meeting agendas
 - iii Acting as minutes / meeting secretary as required
4. Coordinating events
 - a. Ensuring the coordination of the different programmes and events
 - b. Event communications
 - c. Creating online booking forms and online event publicity
 - d. Conference and catering bookings
 - e. Checking programme and event budgets
 - f. Logistical planning and support for events
 - g. Contributing to the administration of the Postgraduate Student Welcome week.
5. Managing communications
 - a. Maintaining the website, keeping it up-to-date
 - b. Communicating via our social media
 - c. Overseeing the publication of the newsletter and similar materials
 - d. Overseeing the production of printed event publicity and programme materials
6. Partnership work, Global Faculty Initiative, [\(GFI\)](#)
 - a. Producing regular emails for the GFI network using Mailchimp
 - b. assisting the Chaplain with podcast production and release
 - c. annual book launch coordination
 - d. other tasks commensurate with this role as partnership projects develop
7. Prayer
 - a. Committing to regular prayer (both individual and with the rest of the team) for the Pastorate ministry and specifically for its administration.

*Additional hours working on **DCM conference event coordination** could also be added to the role for the right person. Please indicate if you'd like to be considered for these hours on your application.

8. Partnership work, Developing a Christian Mind [\(DCM\)](#), indicative:
 - a. Organisation – planning, goal setting and managing agendas

- b. Fundraising – managing an annual monthly donor appeal and annual drinks reception
- c. Publicity & communications – managing conference promotion
- d. Event administration – planning formats, logistics, agendas, schedules, securing volunteers, attendee communications, in-conference stewardship.