



HEART OF ENGLAND BAPTIST ASSOCIATION

RECRUITMENT INFORMATION AND

ROLE PROFILE FOR ASSOCIATION ADMINISTRATOR

March 2026

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Context

Who we are

The Heart of England Baptist Association (HEBA) brings together 152 churches in Herefordshire, Shropshire, Staffordshire, the Black Country, Birmingham, Coventry, Warwickshire and Worcestershire, with an office in Sutton Coldfield.

What drives us – our values

We are driven by the pursuit of five values we wish to see exhibited across the Association as we engage in God's mission:



Companionship

Walking with and watching over each other is the very definition of associating. The regional team make the care of ministers and churches their first priority. Ministers are connected and accountable to each other, while churches are committed to building relationships with each other and to living empathetically in their locality. The regional team and trustees are determined to be similarly approachable and supportive in their working together.



Generosity

A heart and spirit of generosity is encouraged throughout HEBA. We look for reasons to say 'yes' to working in partnership with each other, whether through advice or support offered by the regional team; project funding given by the grants group; resources shared between one church and another; or the serving of the local community by each HEBA church. Generosity makes a priority of those with less so that there is equality of opportunity for all those seeking to join God's mission.



Diversity

We share a common purpose in growing God's kingdom, yet celebrate the reality that in Christ we are a diverse mix of people, communities, context and approach. We respectfully explore our diversity in ethnicity and culture; in theological position and style of worship; in age profile and size of congregation. When we disagree, we do not allow difference to stand in the way of grace and mercy.



Learning

We further our understanding of God and his heart for our world by encouraging dialogue, study and reflection among our ministers, regional team and churches that nurtures and provokes spiritual growth and development. We challenge any barriers to learning, whatever their basis. We encourage and facilitate continued ministerial development for all ministers.



Innovation

Contemporary culture demands a broad and imaginative approach to ministry and mission. We encourage and facilitate churches and ministers to seek and follow the leading of the Holy Spirit into new ways of being church, and towards creativity in their sharing of Jesus' love.

Our Team

The HEBA staff team currently comprises: Regional Minister Team Leader (RMTL), Regional Minister full-time and Regional Minister part-time fixed contract, Administrator, Admin/Communications Officer, Safeguarding Officer, Finance Manager and Bookkeeper. The team is supported by a board of Trustees/Directors, a number of working groups, and volunteers. The current Administrator is reducing her hours, her role has been split and we are now recruiting a part-time Administrator, initially for 6 months.

JOB DESCRIPTION

JOB TITLE:	Association Administrator
REPORTS TO:	Regional Minister – Team Leader (RMTL) and Moderator of the Board
KEY RESPONSIBILITIES:	To ensure effective and appropriate administration for the Association; to lead on the management of the Association office and to provide support to the Board of Trustees as required.
REMUNERATION:	£15,600-£17,500 pa dependent on skills and experience (£26,000-£29,120 FTE). Contribution towards pension. Annual salary review each November.
DURATION OF ROLE:	Three days per week for six months initially, Days worked to be confirmed, but will normally include Wednesdays, which will be spent in the office, and Fridays.
HOURS OF WORK:	9:00 – 17:00 hours or as negotiated with line manager, one hour for lunch. TOIL will be given back for hours worked over (in agreement with line manager and up to 7 hours per month.)
PLACE OF WORK:	The Association Office, 480 Chester Road, B73 5BP, though working from home is permitted at the employer's discretion.

Purpose of Role: The post holder will work alongside other HEBA staff and volunteers to enhance the work of the churches for the advancement of Gospel ministry.

The post-holder will be responsible to the RMTL (and Association Moderator in relation to the Board of trustees) and will take overall responsibility for the general administration of the Association.

RESPONSIBILITIES

Supporting the Board of Trustees

1. Supporting the trustees so that they meet their legal, regulatory and governance requirements, alerting them to changes in charity/company law and updates provided by the Baptist Union and other organisations as appropriate.
2. Keeping the statutory information for the Association e.g. the membership list and ensuring that accurate filings are made to regulators in a timely way.
3. Acting as Data protection lead for the Association, including encouraging excellence in data protection from staff and trustees and dealing with Data Subject Access Requests, keeping up to date with changes in requirements.

Overseeing the Association Office

4. Overseeing Health & Safety and Fire Safety in the building, undertaking/ arranging appropriate checks and making relevant reports and recommendations to the trustees regarding all aspects of health & safety.
5. Ensuring resources and consumables for the office, including paper goods, furniture, drinks etc are purchased, as appropriate.
6. Liaising with cleaning company, IT contractor, grounds-keeper and others who support the building; reviewing contractors, reviewing the fabric of the building for signs of defect and reporting these defects appropriately.
7. Ensuring events held in the office have been appropriately prepared for and that organisers have what they need.

General Administration

8. Communication with the Baptist Union, BMS, other Baptist Associations and organisations as required to further the work of the Association
9. Working with others to ensure that gatherings of the churches, trustees, working groups and other events etc are properly organised, serviced and supported. This includes helping to identify outside venues as required and organising catering where needed.
10. Responding to general enquiries from the churches, group members and Ministry Team about a wide variety of issues
11. Ensuring administrative support is available for the Ministry Team
12. Overseeing communications from the Association using direct email, social media channels and the website which will inform, support and encourage them in their mission and fellowship with the Association.
13. Overseeing the management of the Association database and other personal data held.
14. Administering the processes for nominations, affirmations and elections in the Association and assisting those appointed as representatives to prepare for their roles

Additional

With the agreement of the Line Manager, to contribute to the life of the wider Baptist family through involvement with BUGB and other national groups, e.g. the Association Administrators' Group.

Any other duties commensurate with this role.

Person Specification

	Essential	Desirable
Knowledge and Experience	Experience within the charity sector and understanding of key charity governance issues.	Experience of the management of a charity including compliance.
	An understanding of Baptist Churches and the Association life.	
	Understanding of the importance of data protection in the work of the Association.	
	Experience of managing a wide variety of administrative tasks ranging from the everyday to organising special events.	Ability to take a strategic view of the administration of the Association, including tasks undertaken by others.
		Experience of care of premises, including health & safety.
	Experience of managing and reporting to committees, including organisation of meetings, minute-taking and record-keeping.	
Personal Qualities	Evidence of energy and enthusiasm for the Association and Baptist Family	
	Strong interpersonal and team skills	
	Excellent organisational skills	
	A good timekeeper, able to manage workloads effectively within tight deadlines whilst working to a consistently high standard	
	Good communicator, in both oral and written forms, able deal with a wide range of people in a professional and friendly manner.	
	Capacity to be flexible when required alongside being able to maintain a healthy work-life balance	
	Willingness to learn	
Education	Be in possession of, or working towards a qualification in Business Administration /Chartered Governance or be qualified by demonstrable experience.	Understanding of company, charity and Baptist Home Mission accounting.
	Competence using Microsoft 365 and a reasonable level of general confidence with use of other programmes and technology.	Use of social media in communications
Training	Willingness to attend job related training	
	Evidence of commitment to continuous professional development	
Management of others	Not applicable	
Self-management	Able to prioritise own work and work towards achieving goals	
	A creative and critical thinker	
	A self-starter, able to see what needs to be done and pro-active in completing tasks or initiating conversations as needed. Able to work independently	

How to apply:

Please apply using the form provided below and include a covering letter, telling us why you are applying for this role. Send your application to Karen A Martindale, Association Administrator, km@baptist-heartofengland.org by **5.00 p.m. on Friday, 17th April 2026.**

Shortlisting will take place on 20th April 2026.

Interviews will be held on 29th April at the Association Office

The successful candidate will take up the role during May 2026 (date to be confirmed) and by 1st June at the latest.

Information pack can be downloaded from the website here: [Heart of England Baptist Association : Work with us – employed/volunteers](#)

For further information please contact Karen Martindale.

Office Use only
Ref
Ack



CONFIDENTIAL

Application Form for the role of Association Administrator, part-time

Please complete all sections in type, signing the declaration at the end, and return the form electronically to the Administrator of the Heart of England Baptist Association (HEBA) at the following email address: **km@baptist-heartofengland.org**. If you wish to send a printed copy, please mark the outside of the envelope “**Confidential, to be opened by addressee only**”

Please note that all text boxes in this form will expand to take more information if needed - you should not be constrained by the current box size.

Post applied for:		Association Administrator, part-time (temporary)	
Where did you learn about the vacancy?			
Personal Details			
Name:			
Address:			
..... Postcode:			
Telephone: ...Home.....Work.....Mobile:..... (Please circle the numbers you are happy for us to use to contact you)			
Do you hold a current Driving Licence?		YES/NO	
Are you willing/able to use your vehicle for HEBA work?		YES/NO	
Education and Qualifications			
<i>Relevant Education:</i>	<i>Subjects taken and level</i>	<i>Date of exam</i>	<i>Result</i>
School/College/University education			

Professional qualifications	Body:	Date:
Membership of organisations - please give details including ecumenical bodies and public duties, eg JP, member of local authority:		

Employment History

<i>Current or most recent role and organisation</i>	<i>Dates</i>	<i>Post and brief description of main responsibilities</i>
		<p><i>Reason for Leaving:.....</i></p> <p><i>.....</i></p> <p><i>If still in post, what length of notice period is required?:.....</i></p>
	<i>Dates</i>	<i>Brief description of main responsibilities</i>

If there are any significant gaps in your working history, please give details of these below.

Skills, strengths and experience

Using the Job Description as a guide to the key requirements of the role, please outline your key skills, strengths and experiences in relation to the responsibilities of this role:

Where do you believe you would need most support to develop into the full requirements of the role?

What other interests and hobbies do you like to spend time on?

Is there any other information that you would like to provide to the interviewing panel at this stage?

Thank you for sharing this information with us. Overleaf we will ask you for details of your referees, and for your confirmation that we can hold appropriate personal data about you for the purposes of this selection process.

reference information

Please give the names of two referees – one of which must be your current or most recent employer and where possible the references should cover your past three years employment.
 We may take up references before interview. If not, then any offer of employment we make will be made subject to acceptable references.

Current/most recent employer	Can we approach this referee now?	Yes	No
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Name:

Address:

.....

..... Postcode:

Telephone: E-mail:

	Can we approach this referee now?	Yes	No
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Name:

Address:

..... Postcode:

Telephone: E-mail:

If you are invited for interview, do you have a disability or medical condition that we might need to take account of when you enter the building and come to the interview room? If so, please advise us here.

.....

Under the Immigration, Asylum and Nationality Act 2006 we required to make enquiries of candidates to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. **If you are invited to interview, you will be asked to produce evidence of your right to work in the UK.** A list of acceptable documents will be sent with your invitation to interview.

Declaration

I declare that the information contained above is true to the best of my knowledge, and that I am content for HEBA to hold and use personal information about me for personnel reasons connected with my application and employment.

Signed: Date:

Name:

All HEBA employment procedures are carried out within the HEBA Equal Opportunities Policy