

Church Data Administrator

Join the team





Who we are

Since 1988, Care for the Family has been a charity that exists to strengthen families. As an organization our vision has always been to not only provide help and support in the tough times, but to help families put down strong roots in the good times, helping them to weather the storms of life if and when they arise.

We offer courses, events and resources to promote and support thriving family life, as well as preventative care to assist families through crises and help prevent relational breakdown. We operate specialist initiatives such as our national befriending support, coming alongside families who are facing the most challenging of circumstances, including parenting children with additional needs or coping with the loss of a child.

We are motivated by Christian compassion and love and are committed to supporting families of all faiths or none, with quality services and resources.



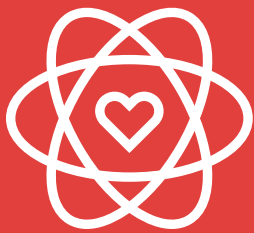
Our Mission

We exist to strengthen and support family life.



Our Vision

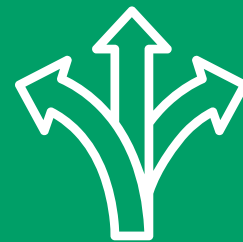
That all families will be able to find support during challenging times, and encouragement in the good times.



Our Values

We will seek to act:

- with generosity of spirit
- with vulnerability
- by honouring the least



Our Approach

The focus of our work is:

- with adults
- universally accessible
- evidence-based

Employment Ethos

Care for the Family is a Christian organisation and for some roles there is an occupational requirement for the post holder to be able to demonstrate a commitment to the Christian faith. If there is such a requirement it will be included in the job description. Where this is the case, prospective staff will be asked to confirm that they assent to our statement of faith, which is a summary of the Nicene Creed.

How our work helps

Each year, over



70,000

people

access Care for the Family services.



During 2024,



110

new facilitators

were trained who are now fully licensed and equipped to run the *Time Out for Parents* courses.

Each year



50

single parent families

are given a week-long adventure holiday to strengthen their family.

We reach over



16,000

people

a year through our live events all over the UK.

Several hundred parenting courses were run by licensed facilitators, reaching over



2,000

parents

across the UK.

Our teams produce over



100

resources

each year to support families whatever they are going through.

Through our befriending service



100s

of individuals

are supported each year, providing unique peer-to-peer support from trained befrienders.

Why work at Care for the Family?

- ✓ The knowledge that you are part of a team making a difference to family life in our nation, and beyond.
- ✓ 5 weeks annual leave (pro rata) rising to 6 weeks after 2 years' service, plus bank holidays.
- ✓ 10% non-contributory employer personal pension scheme.
- ✓ Security for your loved ones through company life insurance to the value of three times your annual salary.
- ✓ Family-friendly culture (the doors are locked at 6pm!) and policies including enhanced maternity pay.
- ✓ Secure, free parking for all employees - taking some of the stress and cost out of getting to work.
- ✓ Bottomless free tea and Fairtrade 'Kingdom Coffee' available all day.
- ✓ Prayer meetings twice weekly, as well as a dedicated prayer space in our Tovey House office.
- ✓ Staff conferences and events to build relationships, equip and encourage.
- ✓ Access to an Employee Assistance Programme and a variety of staff wellbeing groups.



**STAFF DEVELOPMENT
THE BIRKMAN METHOD**

At Care for the Family, we use a self-assessment tool called The Birkman Method.

We use Birkman to help increase awareness of ourselves and others and improve communication and relationships. Birkman has been used all over the world for 65 years to develop leaders, improve teamwork, and help us gain insight into our usual style, interests, needs and stress behaviours.

If you are selected for interview you will be asked to complete a Birkman questionnaire online. This is useful to us as it helps to paint a comprehensive picture of an individual's personality and motivations.

Role Description

Hours:	Full time or part time
Location:	Care for the Family, Tovey House, Newport, NP10 8BA
Duration:	1 year fixed term
Reports to:	Marketing and Website Manager
Salary:	£24,455 per annum (full time salary)
Applications close:	9am on 9 November 2026

Care for the Family (CFF) is a national Christian charity which seeks to encourage and strengthen family life in the good times, and to enable families to find hope and support in the challenging times. Though we are a Christian initiative, we aim to help anybody hurting because of family difficulties.

The charity, founded in 1988, delivers a wide range of family-building events, including conferences, training programmes and seminars across the UK, attended by tens of thousands of people each year.

At Care for the Family the Marketing Team are the people who make our communication with the outside world happen! They collect the data, harness the data and make sure the right information is delivered to the right people at the right time.

The role of the church data administrator is to make sure that our data is current, complete and correct, all for the purpose of enabling the flow of communication which brings people to our events, and places the messages and resources in the letterboxes and inboxes of those who need it most.

If you are a fast learner, have great attention to detail and would love to contribute to our mission of strengthening family life, we would love to hear from you!

This is what the job will look like:

Key Responsibilities

- To review the existing church data on the database and update it following the Standard Operating Procedures (SOP) provided
- To research the key contact data for the church and update the database record accordingly





- To update and amend individual contact database records for the church key contacts as required
- Meet the quality and quantity targets set for the data cleansing project
- To liaise with the wider team and Marketing & Website Manager on the process of the data cleansing project and identify any improvements or training needs
- To support the team with providing accurate church data for marketing campaigns

Person Specification

Essential

- High level of attention to detail
- Ability to research and collect data
- Ability to manage time efficiently
- Can prioritise workload to meet targets and deadlines
- Experience with database systems and practices, ideally Microsoft Dynamics
- A fast learner of new online systems
- Ability to follow processes accurately

Desirable

- An understanding of Care for the Family
- An understanding of church organisations
- Previous research and data entry experience



Important

Nobody is perfect! You don't need to have experience in every area listed. We'd love to hear from you if you have some of these skills. We want to reflect the diversity of the communities we serve. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK minority ethnic backgrounds and other under-represented groups.

Additional Notes

Although we are an organisation built upon a Christian ethos, we do not consider this role to be one which carries an occupational requirement for the post holder to be a practising Christian under the requirements outlined in Part 1 of Schedule 9 of the Equality Act 2010. However, due to the nature of the organisation and the integral part this role will play in administering the delivery of our ministry work, we would like someone who is comfortable working in a Christian context and working to support our Christian ethos.

Terms and conditions

- This is a full time or part time salaried position. The salary will be £24,455 per annum (full time salary).
- The standard working week is 9am–5pm Monday to Thursday and 9am–4.30pm Friday. This includes a half hour unpaid lunch break.
- If the hours worked exceed 37 hours in any particular week, the post-holder will be entitled to time-off-in-lieu in accordance with the organisation's guidelines.
- The position is offered subject to the satisfactory completion of a three month probationary period.
- CFF operates a group personal pension scheme and will contribute to an employee's plan, within the scheme, a monthly payment equivalent to 10% of their gross monthly salary once conditions for entry to the scheme have been met.





Want to know what
life is like at Care for the
Family?

Have a watch of our
introductory video:



Life at Tovey House

Relationship is at the heart of everything that we do. For that reason, we place a high value on working together collaboratively in our Newport office. Just moments from the M4 and A48, Tovey House provides a purpose-built, comfortable, modern and welcoming environment.

We are just a few miles from Cardiff, and 45 minutes from Bristol. Tovey House underwent a complete renovation in 2019, creating an attractive office space with room for collaboration and hosting events. We have ample free parking, and a hotel, pub and coffee shop a 5-minute walk away.



Care for the Family is a Christian initiative to strengthen family life, offering support to everyone.
A registered charity (England and Wales: 1066905; Scotland: SC038497).
A company limited by guarantee no. 3482910. Registered in England and Wales.
Registered office: Tovey House, Cleppa Park, Newport, NP10 8BA.

