Administrator – Hope Church Family

Administrator – The Vision

If the church is a body – then the Office Manager is the administrative heart. Your job is to help us maximise the impact of our team, building and resources by making sure that whatever is needed to keep the body functioning gets to where it's needed, when it's needed!

Detail matters in this role – but you'll have the wisdom to know which details really matter, so you can enable others to get on with their work.

Administrator – The Job Description

1. **Administrative support for the Vicar, Churchwardens, Treasurers and other ministry leaders.**

The Vision:

We've a small clergy team, with a lot of volunteers. We're spending too much time on systems and bureaucracy when really we want to focus on making disciples.

Your role is to help us do that by helping keeping the organisation legal, safe and accountable!

Includes (but not limited to):

- Establish and Maintain online calendar for all our churches.
- Weddings, baptisms, funerals – first point of contact, record-keeping, invoicing of fees as necessary, coordination of banns of marriage
- Comprehensive record keeping relating to weddings, baptisms, funerals for statistical and other purposes.
- Research projects and any other duties as required
- Basic financial processes, under the direction of the treasurers, occasionally handling cash, recording purchase invoices and raising sales invoices
- Work with the Safeguarding officer(s) to ensure we pass our annual Safeguarding audit (including applications for DBS)
- Assisting with requirements of GDPR
- Photocopying and document preparation for churchwardens and other parish representatives.
- Admin support to Upton Churchwarden who is clerk to two local trusts.
- Oversee filing and disposal of expired documents
- With Churchwardens/other representatives, to manage bookings and invoice process for buildings.
- Occasional assistance with event organising.

2. Publicity

The Vision:

We are a complicated family of churches, and communications are vital. You'll help us get the message out, using both traditional print and social media.

Includes (but not limited to):

- Weekly noticesheet
- Mailshots using Mailchimp
- Upload event information to the church website;
- Design & distribution of event publicity
- With the Vicar and Churchwardens, recruitment of volunteers to help with information distribution

3. To be a consistent, professional and servant-hearted point of contact for all enquirers

The Vision:

Jesus loved people – and we're meant to do things his way. You'll be a big part of our first impression. You'll need to like people of all types, and not mind interruptions.

Includes (but not limited to):

- Handling telephone and social media enquiries
- General enquiries during hours when office is open to the public.

Person Specification

a. You'll enjoy working independently, to enable others to focus on their core roles. You'll enjoy "figuring it out" yourself, be adaptable, like solving problems and have a can-do attitude.
b. A good level of written English and Numeracy will help, and you'll need to be organised, and a confident negotiator.
c. You'll need to be computer literate (Word, Excel, Publisher) and confident about learning to use new software packages quickly.
d. You'll have good inter-personal skills, the ability to be patient, and a sense of humour.
e. Whilst it's not essential, it would help if you are a committed Christian, with some knowledge of the Church of England, preferably living in the parishes but at least locally.

Hours

14 hours per week.
Core hours are: Monday, Tuesday, Thursday, Friday 9:30am-1pm. This pattern could be varied by agreement with the vicar and wardens to allow a consistent pattern of office use. Some home-working may be possible, again by agreement in advance.

Location & Employer

Your normal working location would be the Benefice Office, St Peter and St Paul's Church, Upton upon Severn. For much of the time this will be a lone-working situation and you will need to abide by our lone-working policy.

Your employer will be the Parochial Church Council (PCC) of St Peter and St Paul's Church, Upton upon Severn, who are employing on behalf of a number of churches in the Hope Church Family.

Salary

£10 per hour, 14 hours per week, £7,280 per year, (£19,240 full-time equivalent).

Holidays

28 days pro-rata i.e. 78.4 hours paid leave per annum including bank and public holidays.