

ADMINISTRATOR JOB

DAILY

Ensure that all letters are posted

WEEKLY

Bulletin sheet – send to Joyce and all on database and to Kieran for printing

Administration from the vicar

Keep Parish diary – social, special services, regular events etc. Liaise with Liz over hall & church bookings

Keep database up to date, including Electoral Roll. Liaise with Electoral Roll Officer

Be in control of mail drops

Open access to church

Processing credits sent to vicarage

Maintain a schedule of white envelopes and special collection Gift Aid envelopes

MONTHLY

Posters

Info for magazine

Articles to local paper

Produce leaflets

Produce special services sheets

Staff meeting – 1 hour

QUARTERLY

Services rotas – lead, preside, preach, readers, prayers, admin, warden, sidespeople

Sparks rota

Tea rota

Diocesan attendance returns

ANNUALLY

Diocesan return

Prayer diary update

AD HOC

Pass on enquiries to relevant people

Communicate stationery needs to Nicola Jeens

Person specification

The successful candidate will need to demonstrate that they meet the following criteria which are essential requirements for the job unless otherwise specified:

- Experience and ability to undertake a broad range of administrative duties effectively
 - Ability to work on own initiative
- Effective communication skills, face to face, on the telephone and in writing
- Strong planning and organisation skills with an ability to meet deadlines
- Ability to deal with information of a confidential nature
- Computer literate including expertise with Microsoft Office, e mail, websites, Excel and Desktop Publisher
- Some knowledge of, or willingness to learn, current practices and procedures related to a Church of England Parish e.g. Safeguarding, disability law, canon law would be desirable
 - Sympathetic to the Christian faith

TERMS AND CONDITIONS

Initially 2 years with a 3 month probationary period

Responsible to the vicar, or churchwardens in the absence of the vicar

Based in St. Nicholas' Church

Pay £10 an hour

Notice period one month by either side

Holidays: Bank Holidays plus 4 weeks annual leave by negotiation

Shortlisting 15th May

Start date ASAP

Subject to DBS Clearance and satisfactory references