

**Parish of Ribbleton  
St Mary Magdalene's and The Church of The Ascension**

**Job Description  
Temporary Part-time Administrator  
(September 2022 until December 2022, fixed term contract)**

*[Ribbleton Parish believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.*

*Ribbleton Parish is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.]*

***The Role:***

To support the Church Officers and Area Dean through routine administrative and clerical work for the parish.

***Key Tasks:***

- i) To manage parish telephone enquiries and correspondence, including post, email and voicemail, in consultation with the appropriate Church Officers.
- ii) To be first point of contact for those enquiring about or booking occasional offices in the parish and to liaise with the appropriate Church Officer or Area Dean
- iii) To ensure GDPR compliance for the parish.
- iv) To maintain the parish diaries
- v) To manage casual bookings for the Community Centre and Parish Hall, and to invoice the regular bookings
- vi) To receive payments for bookings and services, keeping records and issuing receipts, and transferring cash to the treasurer as agreed.
- vii) To liaise with Church Officers, other employees and volunteers as necessary.
- viii) To carry out and maintain records of weekly building checks, as agreed, and to ensure the community centre is in good order for lettings.
- ix) To carry out any other reasonable tasks in line with this role, as may arise from time to time.

*This list is not exhaustive and is subject to ongoing review, amendment and consultation with a representative of the PCC and the Minister.  
It does not form part of a contract of employment.*

## ***Person Specification***

### ***Qualifications:***

#### ***Essential:***

GCSE - 5 subjects Grade 'C' or above (one must be English Language) or equivalent.

ability to demonstrate good numeracy skills.

#### ***Desirable:***

business or administrative qualification.

### ***Experience***

#### ***Essential:***

experience of working in similar role.

#### ***Desirable:***

experience of church ministry/mission.

### ***Knowledge***

#### ***Desirable:***

knowledge and understanding of the Church of England, its worship, ministry and structures.

### ***Skills and Competencies***

#### ***Essential:***

excellent interpersonal communication skills, both written and oral.

strong attention to detail in written word and communications.

general office and clerical skills.

confident IT skills.

strong planning skills with ability to work autonomously and manage workload.

excellent organizational skills.

ability to work flexibly – Essential

### ***Personal Attributes***

#### ***Essential:***

sensitive and compassionate listener .

understanding and experience of dealing with matters of confidentiality.

self-motivated, but able to work as part of a team.

sympathetic to The Church of England's beliefs, ethos, vision, values and mission.

*A Disclosure and Barring check is required for this role*

Diversity - The Parish believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds

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