

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

The Parish of Ribbleton, Preston
wishes to appoint a
Temporary Part-time Administrator
(September 2022 to December 2022 - fixed term contract)
3 half days/15 hours per week
Salary: £10 per hour

The Role

The parish is currently in vacancy and is looking for a part time administrator to work in our busy parish. The person appointed will support the Parish Officers and the Area Dean in general administrative services in the parish until a new incumbent is appointed. The post will be based in the Parish Office in The Ascension Church and Community Centre, Watling St Road, PR2 6UA.

Duties include, but are not limited to:

- 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.

Person Specification:

an experienced administrator with good written English, numeracy, and IT skills.

A team player with excellent interpersonal communication and organizational skills.

A sensitive and compassionate listener, able to respond to the needs of those contacting our office.

(Further details can be found in the job description.)

A Disclosure and Barring check is required for this role

Closing Date for applications: 4 September 2022

Interviews: 12 September 2022

Contact for further details: Rev Dave Hanson, dave.hanson@ststephenspreston.org.uk

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

The 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