

Job Description

Post title:	Church Administrator Assistant
Contracted hours:	3 hours a week (day of work to be agreed)
Rate per Hour:	£10.90
Fixed term contract:	12-month (includes pro-rata holiday entitlement and training)
Based:	Scorton Lancashire but with some homeworking may be applicable, as agreed with PCC/Church Warden

General Duties of the post of Church Administrator Assistant.

1. To provide administrative support to ensure that church life operates effectively to support the demands of our growing ministries.
2. To assist with the management of the parish telephone, recording data, email enquiries, correspondence, security operations and facility maintenance. Scheduling planning events, meetings, renting church equipment and facilities. This includes social media distribution, post, email and face to face with the community and other church officers.
3. Enforcing church policies including health and safety and safeguarding for facility use.
4. Assist in ensuring GDPR and DBS compliance for the parish.
5. Assist with the recruitment of permanent staff, volunteers including all H&S, safeguarding, DBS checks associated.
6. 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 - Essential (E) Desirable (D)

Qualifications:

- Business or Administrative qualification.(D)
- Satisfactory grades in English and Maths (E)

Knowledge:

- General office and clerical skills. confident IT skills - proven ability to use applications in Microsoft Office 365 (E)
- Knowledge and understanding of the Church of England, its worship, ministry and structures.(D)
- Understanding of safeguarding practices (D)- training will be provided.
- Understanding and experience of dealing with matters, confidentiality is key to this role. (E)

Experience :

- Experience of working in similar role or where a role has encompassed this experience. (E)
- Experience of church ministry/mission (D)
- Commitment to developing and shaping within the role and the parish (E)

Personal Attributes:

- A committed Christian, who is an active member of church. **(D)**
- Excellent interpersonal communication skills, both written and oral. **(E)**
- Strong attention to detail in written word and communications. **(E)**
- Strong planning skills with ability to work autonomously and manage workload appropriately. **(E)**
- Excellent organisational skills. **(E)**
- Ability to work flexibly. **(E)**
- Sensitive and compassionate **(E)**
- Self-motivated and able to think creatively, generate ideas, and a willingness to act on own initiative, but able to work as a team. **(E)**
- Sympathetic to The Church of England's beliefs, ethos, vision, values and mission. **(E)**
- Ability to express faith in work to engage people of all ages. **(D)**
- Good interpersonal skills; being able to give and receive clear information. **(E)**
- Have an ability to build relationships and be a team player. **(E)**
- Willingness to work flexibly and able to extend hours as and when required. **(E)**

Additional information:

An enhanced DBS clearance check will be carried out prior to the post appointment.

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

The Parish is committed to being an equal opportunities employer and 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