

Church Benefice Administrator

The role will suit a good administrator who is able to carry out a range of administrative tasks to ensure the effective operation of the benefice.

The job is for 24 hours a week and is based at St Mary's Centre, Haddenham. This will be mainly on weekday mornings, but some evenings and possibly occasional weekends too. This will be flexible to cover holidays. The salary will be £10/hour with 28 days annual leave pro rata, including Bank Holidays. A full Disclosure and Barring Service check will be required.

You will be responsible to the churchwardens.

Outline of job:

Responding to all enquiries and passing on to appropriate clergy/coordinator where necessary.

Administration of Funerals, Weddings and Baptisms. Keeping accurate & up-to-date records of enquiries and their progress. Administration of preparation and services. Completion of invoices, certificates, registers and Diocesan returns.

Co-ordinating logistics & maintaining rotas for services of worship. Updating registers. Producing service leaflets & booklets as required. Preparation and distribution of notice sheets.

Management and maintenance of St Mary's Centre and the Church. Liaising with hirers, suppliers and contractors. Ensuring the Church and St Mary's Centre diary is always up to date. Maintaining an effective stock control system of resources. Ensuring that current Health & Safety regulations are in force and records are kept that meet legislative requirements.

Attending occasional meetings, taking minutes. Acting upon the decisions from meetings, as appropriate.

Distribution and dissemination of all mail and correspondence.

Updating of websites as required.

Ensuring the effective operation of the office and its systems and that the office and equipment are up-to-date and well-maintained,

Requirements for the Job:

Essential:

Competent to use Word, Excel, emails, internet and telephone.

Thoughtful and caring interpersonal skills and flexibility, with discretion and self-motivation.

Should be ever conscious of the need for confidentiality.

Well organised, systematic and methodical.

Experience of administration

Be an effective communicator

Have excellent command of written English composition and punctuation

Be sympathetic with the Christian faith

Desirable:

Previous knowledge of Quickbooks

Experience of hall hire and liaising with hirers

Useful:

A knowledge of church life.

Wychert Vale Benefice welcomes applications from people with disabilities, but the job does entail being able to access stairs easily