



## Benefice of Pucklechurch with Abson, Wick, Doynton and Dyrham

### Role Description:

Self -Employed

Church Administrator

Reporting to the Priest in Charge

8 hours a week @ £14 per hour

(flexible days and times)

Applications need to be in by August 14<sup>th</sup>

### PURPOSE

- To be an effective centre for coordination, information, communication and administration for 5 churches.
- To be the public face of the churches, dealing with the public and their enquiries.

### RESPONSIBILITIES

- Be responsible for the running of the administration/communication across five churches.
- Deal with written/email/telephone enquiries and direct to other persons as necessary.
- Produce an in-house church directory.
- Prepare and distribute service/ministry rota's
- Order church supplies as required.
- Photocopying
- Oversee use of the photocopier and to arrange repairs and servicing.
- Ensure effective administration of marriage/baptism/funeral requests from initial enquiry to register and to liaise with other relevant persons. Including arranging for Banns of marriage to be paid for, read and certificates issued.
- As necessary provide quarterly/parish returns for the Diocese.
- Assisting in publicity of events and services.
- Use Microsoft Outlook, Word, Publisher, PowerPoint, Excel and other relevant software (Internet Explorer, Google Drive, anti-virus, back up, etc) and upload information onto web sites (e.g. church near you) and social media.
- Set up and maintain effective communication with 2 village schools
- Making refreshments (e.g. tea/coffee/cold drinks) for occasional meetings.
- Undertake any other duties that may reasonably be requested by the Priest in Charge.
- Attend appropriate training courses if and when required.

## **PERSON SPECIFICATION**

We are looking for someone who has the following:

- Excellent organisational and communication skills
- Strong attention to detail.
- A warm, friendly, and welcoming personality
- Proactive and adaptable
- Understands confidentiality, professionalism and safeguarding (GDPR)
- Excellent IT/Social Media skills
- The ability to work under pressure
- Open to training and learning new skills

You will be working in multiple locations, from home, the church office or with the Priest in Charge at the Vicarage in Wick.

For more information or an informal conversation please contact: Reverend Elaine Jones

[revelainejones@hotmail.com](mailto:revelainejones@hotmail.com)

To apply, please send a letter of introduction or a CV to the above email address.

Applications need to be in by August 14<sup>th</sup> with interviews on 20<sup>th</sup> August.