**Employer:** [name of PCC]

**Salary: £**

**Full/Part-time:** hours per week

**Fixed period:** if applicable (subject to funding)

**Office Base/workplace:**

**Accountable to:**

**Job Summary**

The role holder will work closely with [ ] in order to provide general administration to support the effective running of [INSERT CHURCH NAME] Parish. This will entail positively handling a variety of diverse tasks in an organised and efficient manner.

(This is a new role and as such may be subject to change as new initiatives emerge and develop over time).

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**Specific**

* Provide effective secretarial and administrative support for the Priest in Charge/Vicar and other officers of the PCC, including arranging meetings and maintaining diaries.
* To be responsible for overseeing the maintenance of effective filling systems for all designated areas of work.
* Provide administrative support for weddings, banns, baptisms, funerals, preparing quarterly returns, and developing a data base for follow up and invitations.

* Assist in developing a communication strategy for the Parish: notices, newsletters, parish magazines and website development are being considered. Ensure high quality communications.
* Provide an initial contact point for all general enquiries (via telephone, email, letter or personal call) and re-direct as necessary to the relevant people (clergy, paid employees, volunteers).
* Overall responsibility for hospitality (on site or at alternative locations) that includes, booking, arranging and sorting meeting rooms; welcoming guests; provision of appropriate paperwork and organisation of refreshments etc.

* Coordinating meetings ensuring all subsequent paperwork including minutes are produced accurately.
* Maintain office stocks, stationery supplies and worship requisites; ordering of the same.
* Other general administration duties as required.

**Person Specification**

The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job unless otherwise specified.

*Each of the following criteria will be assessed via: (a) application form; (i) interview*

|  |  |  |
| --- | --- | --- |
| **Qualifications** |  | Secretarial/administration qualification |
| **Experience** | Proven administration skills (a/i)  Working experience in organising meetings (a/i) | Bookkeeping experience |
| **Knowledge**  **and**  **skills** | Excellent communication skills (a/i)  Ability to handle a range of diverse tasks and prioritise according to demands (a/i)  Excellent organisation skills with an ability to work to deadlines Operational knowledge of Microsoft Office packages (a/i) | Familiarity and use of social media (Facebook /twitter/instagram) (a)  Website management (a) |
| **Personal**  **qualities** | Flexible work approach  Ability to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact  Approachable and dependable  Ability to use own initiative  Working as part of a team |  |
| **Work related**  **circumstances** | To have an understanding of, and be in sympathy with, the Church of England | Some knowledge of the Church of England structures |

**This post will be subject to an enhanced DBS check.**

**Advertising Date:**

**Closing Date for Applications:**

**Interview Date:**

**For an informal chat for further information, please contact**: …………………………..