

Job Description – Assistant Church Administrator

Job Title: Assistant Church Administrator

Employer: The Parochial Church Council of All Saints with Holy Trinity, Loughborough Parish Church

Reporting to: Senior Church Administrator

Relating to: Ministry team of ordained and lay leaders
Churchwardens and warden team
Volunteer members of the congregation

Working Hours: 15 hours per week usually worked as 5 hours a day Wednesday to Friday with up to one hour unpaid lunch break.

Some of these hours may be requested to be worked on a flexible basis to meet the needs of those booking the church for external events. Hours are to be logged and will be given as time off in lieu or in some circumstances by agreement will be paid as overtime at the normal hourly rate of pay.

Place of Work: The usual place of work for this role is the Parish Office within Fearon Hall, Rectory Road, Loughborough

Role Purpose

To support the Senior Church Administrator in effecting the efficient and smooth running of the parish office as the first point of contact for most enquiries.

To support the general administration of All Saints with Holy Trinity in keeping with our Inclusive Church, Intercultural and Eco Church values

General Office Duties

- To staff the parish office during working hours three days a week ,managing emails, phone messages, and postal correspondence, dealing with enquiries and passing on messages as appropriate
- Sorting and distribution of mail, photocopying, filing and maintaining the supply of office consumables and equipment.
- To be proactive in their work, approaching the Senior Administrator with matters requiring attention, as appropriate.

Communications

- In collaboration with the Senior Administrator make full use of iknow administration

system and Office 365 for record keeping, diary management, bookings of the church building, internal and external communications etc. following agreed systems for the sharing of information and tracking of tasks

- Follow good practice in regards to safeguarding and GDPR compliance.
- Assist with the production of regular church publications including electronic and print newsletters and keeping the website up to date
- Assist with the production of simple posters and keeping internal and external church notice boards updated and well presented

Administrative Support

Under the direction of the Senior Administrator provide administrative support to the ministry team and officers of the church in connection with parish business including the production of service sheets.

Documentation

Support the Senior Administrator in

- keeping the Parish Office filing systems (paperbased and electronic) up to date
- dealing with statutory documents including returns, registers, certificates and applications and ensuring church records are kept neatly up to date.

Life Events

At the direction of the Senior Administrator

- Ensure enquiries for baptisms, weddings and funerals are dealt with in a warm and efficient way following up on administration for Life Events as directed

Church Building

At the direction of the Senior Administrator

- Ensuring the church diary is kept up to date with both internal and external bookings
- Deal with external bookings in a warm and efficient manner
- When asked to arrange to meet with those hiring the church building to effect handover of keys and to ensure equipment such as the sound system is accessible, useable and expectations are clear on how these should be left at the end of the hire period
- Ensure appropriate health and safety and safeguarding policies are in place for external users and that our policies for hire of the building are being adhered to
- Support the Senior Administrator in raising invoices and ensuring appropriate records are kept and payments made for external bookings and where appropriate events are publicize

Other administrative duties may be required from time to time as circumstances demand or as the role develops.

Person Specification

Essential

Computer literate

Proven record of being able to keep accurate records

Confident, empathetic communication style

An attention to detail in administrative tasks

Flexibility to cope with changing demands, to manage priorities and to use personal initiative operating with limited supervision demonstrating sound organisational skills

Flexibility of work hours outside the core office hours

To be in sympathy with the Christian faith as expressed at All Saints

Desirable

Experience of using Canva or other design based software

An understanding of the mission and ministry of All Saints

Conversant with Microsoft Office with a good working knowledge of Word, Publisher and Excel.

August 2023