**The Benefice of Alrewas, Fradley and Wychnor**

(All Saints, St Stephen’s and St. Leonard’s)

**JOB TITLE** Benefice Administrator

**Role Description** This key administrative role is to ensure the smooth running of the above three churches with the day to day requirements of occasional offices (Funerals, Weddings and Baptisms) and the regular Sunday and weekday Services. The Administrator will be accountable to the Incumbent / Priest in Charge and the Church Officers.

As the first point of contact first for members of the public enquiring about any aspect of the work of the church, good interpersonal skills and communication as well as administrative skills are essential.

**Salary and Hours** Initially 8 hours per week; to be negotiated with the Church Officers, but will require working and availability on at least 3 days per week. The Administrator will be self-employed and responsible for their own National Insurance Contributions and Tax. Salary will be based on £14-50 per hour. A Mobile phone and laptop for Church use will be provided.

The post will be home-based but there will be an occasional need to meet face to face with enquirers or congregation at any of the churches. It is expected that the Administrator will invoice the Treasurer monthly for payment in arrears.

**Values** As Christian Churches (part of Lichfield Diocese in the Church of England) we are committed to Safer Recruitment.

All Churches comply with all requirements of this association, including safeguarding policy and procedure, Diocesan aims and objectives, financial reporting in line with Charities Act guidance, and any other statutory or ecclesiastical requirement. We aim to implement best practice in respect of these obligations.

**Role Description**

**Occasional Offices (Baptism, Weddings, Funerals)**

* To provide a first point of contact for enquiries
* To make appointments with enquirers and Minister prior to making an official booking for weddings and baptisms
* To arrange funeral services in liaison with funeral directors, clergy, organists and vergers
* To maintain accurate and up to date records and databases, including legal registers where needed
* To collate statistical returns for both the PCC and the Diocese of Lichfield
* To assist in churchyard management

**Other Services**

* To arrange for a minister to officiate at all other services andorganist/musicians when required

**Finances**

* The role will have involvement in day to day financial management

**Communication**

* To maintain the church and parish diary
  + To produce the weekly news sheet
  + To ensure that information displayed publicly on notice boards and in the church is up to date and well maintained
  + To communicate with clergy and lay leaders any relevant information
  + To assist in the preparation and production of orders of service for public worship
  + To produce and distribute rotas as required.

**Administration**

* To respond to phone, e-mail messages and to determine action to be taken
* To manage parish data
* To manage the church photocopier
* To manage supplies of stationery and office equipment
* To offer clerical support for church activities including photocopying and mail shots
* To provide general administrative support to the ministry team

This job description is not fully conclusive and additional tasks and duties may be required as and when, subject to negotiation.

**QUALITIES AND SKILLS**

The Parish Administrator has to be a sensitive listener experienced in dealing with matters of confidentiality with care and compassion.A commitment to team working with key office holders within the church and a willingness to share in training and development will be assets. An ability to maintain confidentiality is essential.

**PERSON SPECIFICATION**

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| **Requirements** | **Essential** | **Desirable** |
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| Excellent written and oral communication skills  GCSE or equivalent in English and Maths  Personal initiative and a strong work ethic are needed along with inter-personal and communication skills – verbally and in writing, face to face and via phone and e-mail or online. | ✔ |  |
| NVQ or equivalent in Business and Administration (level 1 or 2) |  | ✔ |
| Understanding of computer software and willingness to learn new systems  Good understanding of Outlook, Word, Excel, Power point, Publisher, websites and Social Media | ✔ |  |
| A person of integrity who can be trusted with confidential matters | ✔ |  |
| Ability to work flexibly and efficiently in order to complete tasks on time and to deadlines  Ability to manage own workload and ensure that reports and records are up to date; to work flexibly and without direct supervision  Self motivated and able to work under own initiative as well as within a team | ✔ |  |
| Experience of maintaining administrative records, providing statistical and other reports  Ability to collate information and communicate relevantly | ✔ |  |
| Demonstrate understanding and enthusiasm to help develop an organisation which is experiencing change |  | ✔ |
| Experience of cash management or basic book-keeping  Up to date literacy in computer-based financial management systems and software packages which assist with communication and administration will be advantageous |  | ✔ |
| An ability to respond to needs of vulnerable people |  | ✔ |
| Sympathetic to the mission of the church in serving the community. |  | ✔ |

**TERMS AND CONDITIONS**

There will be a six-month probationary period with a three-month review point. Appraisals will take place to confirm completion of the probationary period. A supervisory meeting will be arranged at least bi-monthly.

During the probationary period one week’s notice of termination of employment is required, thereafter four weeks’ notice is required. If it is necessary for the Churches to terminate the employment one week’s notice of termination will be given in the probationary period and thereafter four weeks’ notice will be given.

Leave tobe arranged in advance.