TITLE OF POST: Benefice Administrator

RESPONSIBLE TO: Management Team

RESPONSIBLE FOR: Administrative services, and initial point of contact

WORK BASE: The Parish Office, St Andrews Church Centre, 375 Weston Road, Weston Coyney, Stoke on Trent, ST3 6HB

HOURS: 15 hours per week, working Monday-Friday 9.30am-12.30pm

DURATION: 12 months initially (3 months probationary), may be extended

RATE OF PAY: £9.50 per hour

GENERAL DESCRIPTION:

- To provide quality administrative and secretarial support to the Vicar and Management Team and

- To be the initial point of contact for general enquiries into the Parish Office

PRINCIPAL DUTIES:

a) The overall running of the Parish Office, ensuring a smooth and efficient service, and being the main point of contact for routine enquiries

b) Maintaining the church diaries for St Andrew’s and St Peter’s, and centre lettings for St Andrew’s Church Centre
c) Opening and sorting daily post, reading and responding to daily emails, preparing and dispatching regular or outgoing correspondence

d) Receiving telephone calls and visitors into the Parish Office, and dealing with these appropriately and in a friendly and efficient manner

e) Maintaining Office filing systems and ensuring that legal and other documents are stored securely, and that files are up to date and in good order

f) Ensuring that registers and other legal documents are kept up to date and in good order

g) Basic book-keeping and management of Petty Cash, plus month-end accounts, monthly returns and liaison with the Finance Team as necessary

h) Preparing letters, reports and other documents as requested by the Management Team, using Microsoft Office (Word, Excel, Publisher) and other computer software as required

i) Ensuring adequate back-up of electronic files stored on the office computer

j) Other reasonable duties as may be required