

Administrator for the Five Saints Cluster of Churches

This role is to support the administration of a group of churches called the Five Saints Cluster, made up of the churches at Chacewater, St Day, Carharrack, Gwennap and Stithians, all run by dedicated volunteers and overseen by a parish priest. We are looking for someone who gets on well with people and has a positive and patient outlook. Some knowledge of how the Church of England works would be an advantage.

Person specification

The successful applicant will

- have excellent IT and Microsoft Office skills
- have good organisational skills
- be self-motivated, and able to work with little supervision
- be willing to work flexibly
- be happy to represent the Church in phone and email communication with wedding couples and baptism families, and others

Role description

1. Working hours – six hours per week to be worked flexibly, ideally including every weekday (Monday to Friday) checking of emails and mobile phone messages. Monday is usually the busiest day for answering queries.
2. Rate of pay is £9.50 per hour.
3. Place of work – from home. A mobile phone and laptop will be provided. By mutual agreement a printer is available if there is space for this in the administrator's home.
4. Paid leave – four weeks per year when these six hours need not be worked, PLUS a further one week when these six hours need not be worked in lieu of bank holidays.
5. Employer – Chacewater PCC initially. Single PCC when that comes into being.
6. Line Manager – cluster priest-in-charge
7. Expenses – In respect of their own private broadband which the administrator will be expected to use, £10 per month will be paid.
8. Very little travelling is expected, but it would be an advantage to have access to a car for occasional meetings in person, expenses paid at 45p per mile.
9. Responsibilities
 - Monitoring of cluster website, and mobile phone, and responding to enquiries
 - Maintaining the Life Events Diary
 - In particular, overseeing the booking of weddings and baptisms,

- Communicating as appropriate with clergy and PCC officers in relation to bans of marriage and other matters.
- Overseeing and producing a central weekly pew / news sheet, collating readings, prayer lists, notices etc, and sending these out to relevant people
- Lead Recruiter for the cluster for Disclosure and Barring Service (DBS) checks, including maintaining a central list of who has a DBS, and when new DBS checks and safeguarding training needs to be undertaken, and communicating that to individuals as required.
- Maintaining cloud storage for cluster administrative records, and arranging access to this for those who require it.

10. There will be initial monthly reviews, a three-month probation period, and standard appraisals thereafter.

Closing date – 9th May

Interview – mid-May, by arrangement. Start mid-June

For a conversation about this role please contact:

Revd Richard Wallis - 07484 616499 or email rev.richard.wallis@gmail.com

or

Revd Caspar Bush - 01209 216958 or email casparbush@gmail.com