



The Loggerheads Benefice

Ashley | Mucklestone | Broughton | Croxton

To show God's love in this community
and to proclaim the Good News of Jesus Christ

Loggerheads Benefice Administrator Post

The Loggerheads Benefice, comprising St John's Ashley, St Mary's Mucklestone, St Peter's Broughton and St Paul's Croxton, is seeking to appoint a part-time Administrator.

Role

The purpose of the role is to facilitate the day-to-day administrative work of the Benefice in close co-operation with the Rector and other key members of the parishes.

Principle Responsibilities

- To provide proactive support of general administrative tasks for the Rector and other key personnel of the parishes.
- To administer the Benefice Calendar.
- To produce and distribute rotas as required.
- To manage all forms of Church correspondence; to deal with all daily enquiries.
- To produce and circulate the weekly Grapevine information sheet.
- To assist the Benefice Safeguarding Officer in maintaining records and provide administrative support regarding Benefice and Church policies.
- To clerk Benefice meetings as required.
- To be the first point of contact, and to deal with the administration and protocols relating to Funerals and financial administration of weddings.

Person Specification

<u>CRITERIA</u>	<u>Essential</u>	<u>Desirable</u>
An active Christian Faith.		✓
Open and sympathetic to Christian Faith; the Administrator works at the hub of a Church Community.	✓	
A good listener, able to deal efficiently with situations with tact and empathy, appropriately and with sensitivity.	✓	
Strong on initiative; self-motivated.	✓	
Ability to respect matters of confidentiality.	✓	
Strong attention to detail and an ability to prioritise.	✓	
Ability to work alone in consultation with the Rector/Key personnel and manage own time.	✓	
Computer literate and with some experience of using Microsoft Office applications.	✓	
Willingness to undertake relevant training as required.	✓	
Aware of legal requirements to do with Data Protection.		✓
An understanding and knowledge of church worship and ministry, and the structures of the Church of England.		✓

Additional Information

Line Manager: The Rector.

Hours: 10 hours per week. (Flexible by agreement)

A need to work occasional hours in the evening and at weekends.

Place of work: A workspace is available at St John's Church Ashley, but it will be possible to work some hours from home by agreement.

Length of post: This is an ongoing position subject to contractual agreement.

The post is subject to a 3-month probationary period.

Rate of pay: £10.00 per hour.

Annual Review: The post holder will have an annual performance review.

Safeguarding: We are committed to Safer Recruitment, and this appointment is subject to a DBS check plus satisfactory references, and completion of basic Safeguarding training.

Payroll: Monthly payments will be via BACS, all statutory entitlement re holidays will be met. All leave to be agreed with the Rector, in advance. Position holder will be required to manage own self-assessment tax, if any liability arises.

Termination of employment: One week's notice in probationary period (on both sides) and then one month's notice (on both sides)

Closing date: 14th November 2022

Interviews: w/b 21st November 2022, by arrangement

Start date: 12th December 2022

Application with CV to the Benefice Administrator: loggerheadsbeneficeinfo@gmail.com

14, Spratslade Drive, DRESDEN, Stoke-on-Trent, ST3 4DZ.

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