

# **PARISH ADMINISTRATOR**

**(part-time, 12hrs per week)**

The Parochial Church Council (PCC) of St Edward the Confessor, Cheddleton, seek to appoint a part-time parish administrator from Monday, 18 November 2024 (or as soon as possible thereafter).

Providing essential clerical assistance with the day-to-day running of the parish and providing the first port-of-call to funeral directors, wedding couples, baptism families and visitors alike, the parish administrator plays a pivotal role in our church community.

This is an exciting time to be joining our team at St Edward's: with our vicar new in post, there will be ample opportunity to reshape existing processes and to be involved in developing new ways of serving our local community.

## **Summary**

*Job Title:* Parish Administrator

*Hours:* 12 hours, to be worked across three weekdays (with some flexibility required)

*Salary:* £7,488 per annum (£12 per hour; to be reviewed annually)

*Annual Leave:* You will receive a holiday allowance of 30 days per annum (FTE), ie 18 days (pro-rata; 6 working weeks), in addition to public/bank holidays.

*Location:* Parish Office, St Edward's Centre, Hollow Lane, Cheddleton

*Line Manager:* The Vicar (and Church Wardens)

## **Main responsibilities include:**

- fielding enquiries from visitors and members of the congregation;
- dealing with enquiries in relation to baptisms, weddings and funerals;
  
- creating and displaying publicity for special events and services;
- maintaining the church's website and presence on social media;
- preparing and publishing weekly newsletters ("pewsheets");
- coordinating the service rota and assigning volunteers to regular duties;
  
- maintaining the diary for the church and St Edward's Centre;
- maintaining parish records and fulfilling requirements of statutory reporting;

- overseeing regular maintenance and compliance in the church and St Edward's Centre;
- ensuring statutory safety checks are undertaken in timely fashion;
- ordering supplies for the office and the church;
- maintaining records of church expenses (in conjunction with the Treasurer).

In order to engage fruitfully with these varied range of complex tasks that are central to our community life, **the new administrator should:**

- be excited by our vision of 'God's love with all';
- be welcoming to all people, regardless of faith, gender, sexuality, race or ability;
- be willing to undertake necessary safeguarding (and other) training;
- be willing to undergo an enhanced DBS check;
- be able to maintain confidentiality at all times;
- have excellent interpersonal skills  
(in face-to-face communication, on the phone and in written communication);
- be reliable and resilient;
- show initiative and be able to work independently  
(while also working well under supervision);
- be a team player and enjoy working with others;
- have excellent IT skills (including online media);
- have good numeracy skills and be able to undertake simple book-keeping;
- be diligent and conscientious;
- have an eye for detail and a systematic approach to organisation;
- have a basic understanding of Christian worship and life;
- be excited by the opportunity to learn and develop their skills;
- be passionate about the flourishing of the local community.

### **How to Apply**

For an informal conversation about this role, please contact the Vicar, Revd Dr Henry Hope: [revdhenry.hope@posteo.uk](mailto:revdhenry.hope@posteo.uk), 07421 462 595.

To apply for this post, please send a CV and a cover letter, outlining the ways in which your personality and previous experience will allow you to meet the responsibilities outlined above, to the Vicar, either by post (The Vicarage, Hollow Lane, Cheddleton, ST13 7HP) or email ([revdhenry.hope@posteo.uk](mailto:revdhenry.hope@posteo.uk)).

Applications should be received by **Monday, 21 October, 4pm.**

Interviews will be held at St Edward's Centre, Hollow Lane, on **Friday, 1 November**, and shortlisted candidates will be notified of further details about the interview by Friday, 25 October. Candidates invited for interview will be asked to provide contact details of a referee who knows them in a professional capacity.

It is hoped that the successful candidate might take up their role on Monday, 18 November.