

# Brereton & Rugeley Parish Administrator

## Job Description

**Salary:** £9.50 per hour

**Contract:** Permanent (3 month's probationary period)

**Hours:** 15 hours per week across Monday to Friday

**Location:** St. Augustine's Church Office with some homeworking possible

**Accountable to:** The Team Rector

**Closing Date:** June 30<sup>th</sup> 2021 5.00pm

**Interviews:** Week of July 5th

### **Role Description**

#### **Critical relationships within the Parish:**

Team Rector, Parish Secretary (Honorary position dealing principally with governance issues of Parish as a Reg Charity), Parish Treasurer, individual church secretaries, members of the Ministry Team.

#### **Principle duties of the role are:**

##### Routine office management

- The overall running of the Parish Office, ordering supplies and monitoring contracts with phone/internet providers and photocopier.
- Proactively support, the Team Rector, Ministry Team and Church Officers with requested administrative tasks.
- Dealing with daily correspondence (both post and emails), dealing with routine items, preparing and dispatching outgoing correspondence.
- Ensure liturgy booklets and other resources are copied and distributed in a timely fashion.

##### Social media and digital platforms

- To develop an understanding of the 'voice' and house style of the benefice on its various digital platforms.
- Assist in the creation and implementation of our strategy for digital communications as a means of promoting and supporting our mission as a parish.
- Support the Team Rector in the maintain the benefice website [www.brteamministry.org](http://www.brteamministry.org)
- Support the production of the weekly MailChimp email bulletin.

## Contact development and maintenance

- Manage the parish diary in liaison with Church Secretaries and Team Rector.
- Be fully familiar with the Life Events Diary (LED) Application, supporting the Team Rector in the booking process for Occasional Services, ensuring invoices are issued for weddings, and that the Banns Registers for churches hosting weddings are up to date.
- Maintaining contact details for the church family, visitors, and community groups.
- Liaise with Church Electoral Roll Officers and the Parish Electoral Roll Officer to ensure Electoral Rolls are up to date.

The Administrator will be line managed by the Team Rector and work closely with Ministry Team, Churchwardens and other Lay Leaders. The hours worked will be based in St. Augustine's Parish Office, with some flexibility for working from home, across Monday to Friday.

## **Person Specification**

### **Essential:**

The person appointed will be:

- Be in sympathy with the beliefs, ethos and aims of the church and Christian faith.
- a highly effective administrator with excellent time management skills with an ability to prioritise tasks.
- a warm and welcoming personality.
- competent in administering and developing administrative systems.
- computer literate with demonstrated competence with Microsoft Office and using social media platforms and digital platforms such as MailChimp.
- pro-active, ability to take the initiative, demonstrate sensitivity, exercise discretion and apply common sense.
- efficient with an eye for detail to ensure all communications are accurate.

### **Desirable:**

We hope that the person appointed might be:

- Experienced in working alongside volunteers and as part of a team.
- A good networker.
- Experience of using website editing software such as Squarespace or similar.
- Understanding of the metrics created by social media platforms to refine and target social media messages to relevant audiences

This role will be subject to an enhanced DBS check.

## **What we can offer**

The salary will be £9.50 per hour<sup>1</sup> paid monthly in arrears by the Lichfield Diocese.

We can offer, in addition to bank holidays, 5 weeks annual leave (pro rata) and a pastorally supportive environment to work.

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<sup>1</sup> <https://www.livingwage.org.uk>

## **About the Team Ministry**

The Brereton, Rugeley and Armitage Team Ministry is a group of churches comprising of two neighbouring parishes: The Parish of Brereton and Rugeley (5 Churches) and the Parish of John the Baptist (1 Church).

Although separate parishes serving different localities, we work closely together. Both parishes are served by the Ministry Team (Clergy, Reader and Lay Worship Leaders). The administration for Brereton and Rugeley is run through the St. Augustine's Church Office and the Team Vicar of St. John the Baptist, Armitage deals with his/her own administration.

## **How to Apply**

For an informal discussion about this role, please contact the Team Rector, Revd David Evans, on 07919 416900 or at [rector@brateamministry.org](mailto:rector@brateamministry.org)

Application is by CV and covering letter which should clearly evidence the necessary background and skills required for the role. All applications should be submitted to the above e-mail address by or on the closing date.