**The Church of England Benefice of Winscombe and Sandford with Churchill**

**Churches’ Administrator**

**Role**

We are looking for a gifted, experienced and skilled administrator to come and join our Benefice on a flexible, self-employed, part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day to day administrative operations of the Benefice, in close co-operation with the Vicar and Churchwardens. As a Benefice, our beliefs are foundational to everything we do.

This position requires a significant degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation, discretion and confidentiality are essential. The postholder will need confidence and be able to demonstrate organisational, communication and interpersonal skills.

**Location and Hours**

This post will be based in the Church Office located in the Church Centre, 52 Woodborough Road, Winscombe, BS25 1BA. The role is envisaged for 9 hours a week with flexibility possible in the distribution of these hours. However, some core time will be required on Mondays, Wednesdays and Fridays. Also, some additional hours may be required for the postholder to attend occasional evening or weekend meetings.

**Terms and Conditions**

The detailed terms and conditions will be contained in the postholder’s Letter of Appointment. The position is dependent on two suitable references and acceptable pre-appointment checks, including an enhanced DBS check. The Benefice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All postholders and volunteers are expected to share this commitment.

The pay will be £9.90 per hour and payment will be made on receipt of a monthly timesheet and invoice. The remuneration and working agreement will be reviewed on a regular basis.

Leave should be arranged in advance with the Vicar and Administration Manager, bearing in mind the particular demands of preparation for major church occasions. The Administration Manager will review regularly with the postholder duties and responsibilities and discuss development, common concerns and opportunities for training. Any additional hours will be agreed in advance with the Vicar or Administration Manager, and will be paid at the hourly rate.

**Key Responsibilities**

Under the direction of the Administration Manager

* Run an efficient and effective office operation based at the Church Centre.
* Perform administrative tasks as requested by the Vicar and Churchwardens.
* Provide administrative support to the PCCs Secretaries, Treasurers, Gift Aid Officers and Safeguarding Officers.
* In conjunction with the Vicar and Priest in Charge, funeral directors, wedding couples and baptism families, provide administrative support in relation to Occasional Offices for Baptisms, Weddings and Funerals.
* Maintain an online booking system for the scheduling and oversight of external hirers, and church based organisations using the Church Centre.
* Maintain an online booking system for the use of the Churches and Church Rooms for services, meetings and special events.

A detailed Benefice Administration Key Responsibilities document is available from Douglas Ogram, Churchwarden, All Saints Church, Sandford. He can also be contacted for more details about the position, and to answer any questions you may have.

01934 820972 07967 362027 [douglas@ogram.com](mailto:douglas@ogram.com)

**Timeline**

**Closing Date for Applications** 31st October 2022

**Interview**  14th November 2022

**Start in Post** 1st December 2022

**Please apply to Reverend Andrew Hiscox**

**The Vicarage**

**11 Holstein Avenue**

**Winscombe**

**North Somerset**

**BS25 1EJ**

**07970 011502** [**rev.andrew.hiscox@hotmail.com**](mailto:rev.andrew.hiscox@hotmail.com)

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential or Desirable** | **How Assessed?**  **Curriculum Vitae (CV)**  **Interview (I)** |
| **Qualifications**   * Degree or relevant diploma | Desirable | CV |
| **Experience**   * Working in a similar role * Church ministry/mission * Premises management | Essential  Desirable  Desirable | CV + I  CV + I  CV + I |
| **Knowledge**   * Sympathy with the aims, mission and values of the Church of England | Essential | CV + I |
| **Essential Skills and Competence**   * Excellent interpersonal communication skills - written and oral * Strong attention to detail * General office and clerical skills * Confident IT skills - especially Office 365 and common office and social media software * Strong planning skills with ability to work independently and manage workload * Excellent organisation skills * Ability to work flexibly |  | Via CV, interview and references |
| **Essential Personal Attributes**   * A sensitive listener * Able to deal with matters of confidentiality and sensitivity * Able to make decisions and take initiative * Motivated to deliver high quality output * Ability to manage the unexpected * Enjoy learning and new experiences |  | Via CV, interview and references |