

# **St Matthew's Harwell and All Saints' Chilton**

## **Post of Church Administrator and Personal Assistant to the Rector (Maternity Cover)**



### **Job Description**

#### **Terms**

This post is a temporary position covering maternity leave the first month of which forms a probationary period. The post is part-time (15-20 hours per week), across five days, Monday to Friday, but may include occasional evening and/or weekend work with time off *in lieu*. Salary based on hours worked, £21,000 – £28,000k pa full time equivalent, dependent on experience. Start date: March 2020.

#### **Background**

The parish churches of St Matthew's Harwell and All Saints' Chilton together form a combined benefice seeking to share life at the heart of the communities of Harwell and Chilton, making followers of Jesus.

To fulfil this mission, the churches run a wide and developing range of activities and groups involving a large number of individuals, and seek to engage with the wider community. Effective co-ordination and communication within both the church and wider community is therefore essential. The post-holder will be a key support to the Rector in ensuring the smooth-running of a complex organisation, the development and implementation of effective communication, both internal and external, and in representing the church.

The post-holder will need to have organisational and technical ability, an eye for detail, and good people-skills, as they will be dealing with a range of people and handling diverse enquiries. They will need to be able to show initiative and be reliable, with pastoral sensitivity and good judgement. They will need to be able to thrive on a combination of routine administrative work alongside projects that require creativity and imagination. They will need to have the flexibility to work effectively alone as well as with teams and individuals. They will also need a personal faith in Christ and be committed to the mission of the church to see God's kingdom come in Harwell and Chilton as people of all ages come to faith in Him.

The post-holder will work closely with the Rector at the heart of church life.

#### **Purpose of post**

- (1) To ensure the smooth operation and administration of the churches, including word-processing, maintenance of office systems, both manual and computerised
- (2) To develop and implement effective communication within the church and wider community
- (3) To provide comprehensive and confidential assistance to the Rector, to include secretarial and administrative duties

## Accountability

The Church Administrator and Personal Assistant to the Rector (Maternity Cover) will be accountable to the Rector and be an employee of the Parochial Church Council of St. Matthew's, Harwell..

## Duties and responsibilities

There is significant overlap in the areas listed below, but for ease of reference, the duties are listed under four headings.

### A. Administration

1. General administration of activities and events
  - a) to maintain the online church calendar
  - b) to maintain rotas
  - c) to have overall responsibility for the church member database
  - d) to prepare and dispatch letters and emailings as necessary
2. Sunday Services
  - a) to liaise with those involved in Sunday services (e.g. reading, intercessions)
  - b) to prepare and produce service sheets in consultation with the service leader
  - c) to order communion wine, palm crosses, etc. as required
  - d) to keep a log of song use and report to CCLI annually
3. Weddings, baptisms and funerals
  - a) to liaise with families, funeral directors, photographers, organists, etc
  - b) to administer the reading of Banns
  - c) to maintain Registers and to write Certificates
  - d) to keep abreast of legal and administrative requirements
  - e) to keep records of all parochial fees and submit monthly returns to the Diocese Board of Finance
  - f) to perform searches of historic Registers when needed
4. Office management
  - a) to manage and order stationery, posters, leaflets, etc. as required
  - b) to liaise with photocopier engineers, etc. as required and maintain adequate supplies of consumables
  - c) to manage office space and computer systems

### B. Communication and news

1. Weekly church noticesheet
  - a) to develop, edit and produce the weekly noticesheet
  - b) organise distribution to both churches
2. Electronic media
  - a) to keep the church website up to date with news and events, the latest newssheet and edition of parish magazines
  - b) to develop presence on social media, e.g. Facebook

3. Benefice-wide communications
  - a) to edit, produce and co-ordinate distribution of benefice publications, e.g. the monthly 'Ridgeway Broadsheet'
  - b) to produce and print cards for Christmas and Easter
4. Posters and displays
  - a) to design posters, printing, laminating, and distributing as required
  - b) to oversee church noticeboards
5. Other printed media
  - a) to design, print and distribute fliers and welcome leaflets as required
  - b) to administer the Prayer Chain

### **C. Personal Assistance to the Rector**

1. Communication and meetings
  - a) To deal with a wide range of enquiries, phone calls and emails, handling as much as possible on behalf of the Rector or to take accurate messages and ensure a response is actioned; to prioritise and respond to all relevant correspondence, including the monitoring of correspondence forwarded to others for action.
  - b) To make appointments, arrange meetings, and maintain an accurate and up to date diary for the Rector.
  - c) To assist in the planning, preparation and administration of key meetings, attending where necessary, and taking notes or minutes and dealing with actions as required.
  - d) To take part in and fully contribute to the regular meeting of the Senior Leadership Team, including prayer and worship
2. To be aware of current issues within the church and to ensure that matters are dealt with by the appropriate person in the absence of the Rector.

### **D. General**

1. To work closely with other individuals, e.g. the Children and Families' Workers, Associate Minister and other ministers, PCC secretaries and treasurers, book-keeper, and Churchwardens, and involve and liaise with volunteers regarding artwork, etc.
2. To provide the highest quality service, working to continually improve standards and promote the mission of the church positively.
3. To represent the church well in the interface with the wider public.
4. To undertake personal development and formal training as required.
5. To undertake any other duties that may reasonably be required by the Rector.

## Person Specification

### Experience and personal qualities

In accordance with equality legislation it is a Genuine Occupational Requirement (GOR) that the post-holder be a Christian. This is because of the need for the post-holder to be an interface between the church and the wider world, to be able to represent a church view, to make a Christian response and to reflect Christian values.

Essential	Desirable
A committed Christian faith and supportive of the practices of the Church of England	To live in the benefice, but if not it would be essential to live close enough to be able to work flexibly
A good level of general education, including numeracy and literacy (GCSE grade C or above in English and Maths or similar qualification).	Qualification in administration or business
Experience of undertaking administrative or co-ordinating functions	Experience of working as a church administrator
Knowledge and understanding of working in a service or community environment	Knowledge and understanding of church administration
A working knowledge of and confidence with IT including experience of widely-used Office applications e.g. Word/Publisher/Excel /Outlook	Experience across a range of software systems
Excellent interpersonal skills and an ability to manage relationships with others	Ability to negotiate with individuals
Ability to work successfully on own initiative	Experience in fundraising and writing grant proposals for projects
The ability to relate well to people from a variety of backgrounds and the proven ability to work collaboratively with others	Knowledge and experience of social media
Good typing speed	Ease and familiarity with internet-based research
Excellent organisational and administrative skills	Ability and experience in website design and/or simple coding
Ability to maintain confidentiality at all times	Current driving licence
Ability to prioritise a varied workload and work to deadlines	
Ability to draft correspondence and maintain recording systems accurately	
An eye for and attention to detail	
A calm and positive outlook and good sense of humour	
Reliability and integrity	