



St Mary's, Bures

Job Description Benefice Administrator

Job Title:	Benefice Administrator
Hours:	16 Per week
Salary:	£10 per hour
Probation:	6 Months
Responsible to:	The Vicar

Summary:

The purpose of the role is to provide effective administrative support for the mission and day-to-day activities of the churches of the benefice in close co-operation with the Vicar, the ministry team and the church wardens. To be the first point of contact in the Parishes for the congregation, Church and wider community.

Key Tasks:

Office Management and General Administration

1. Maintain electronic events diary for St Mary's
2. Production of welcome packs
3. Design and produce church publicity material
4. Prepare and submit quarterly Fee Returns to DBF and manage returns to registrar
5. Management of Vicar's diary and setting up meetings when requested
6. Undertake filing of parish information and records, ensuring data protection regulations are observed
7. Organisational support for special projects e.g. Benefice Weekends, Vision Sunday etc.
8. Administer all DBS applications and maintain accurate safeguarding records
9. Oversee the maintenance of equipment in the Parish Office and comply with any maintenance and service contracts held by the parish
10. Encourage, develop and manage volunteers to assist with administrative and management functions
11. Assist with the production of documents for PCC, APCM and other meetings.

Parish Communications

1. Deal with routine correspondence, including post and emails, referring matters to others as appropriate
2. Co-ordinate production of monthly service rota/list of events and arrange for distribution and publication in parish magazine, noticeboards, website and social media
3. Produce weekly bulletins, receiving information and editing as appropriate, including photocopying, distribution and publication on the church website
4. Ensure noticeboards are kept tidy and up to date
5. Co-ordinate benefice mailing, both paper and electronic
6. Assist with keeping the Benefice and church websites and web-links up to date.
7. Act as first point of contact for all enquiries, ensuring that they are dealt with promptly, politely and efficiently and followed up with appropriate action.

Administrative Support for Worship

1. Provide administrative support to the Vicar and ministry team
2. Attend ministry team meetings as required
3. Assist with production of orders of service and service sheets for acts of worship including photocopying, stapling and folding
4. Assist with the preparation of audio visual materials for acts of worship
5. Provide administrative support to the Messy Church core team and maintaining regular electronic communication with the Messy Church families
6. Updating the Messy Church database and Facebook page

Weddings/Baptisms/Funerals

1. Be the first point of contact for people wishing to book baptisms or weddings, take preliminary details and inform clergy of applications received
2. Liaise with wedding couples on administrative matters
3. Arrange calling of Marriage Banns, prepare and arrange collection of Banns Certificates
4. Prepare baptism certificates
5. Maintain accurate records of forthcoming weddings and blessings
6. Arrange vergers/sides persons for funerals as necessary

Financial

1. Preparation of invoices for payment by the Treasurer
2. Prepare and submit Vicar's monthly expenses claim.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar

Person Specification
Benefice Administrator

Requirement	Essential	Desirable	How assessed
Education and Training <ul style="list-style-type: none"> • Good standard of education, including Maths and English GCSE or equivalent • Willingness to undertake training and continuing professional development 	 ✓ ✓		 CV Interview
Experience <ul style="list-style-type: none"> • Experience of working in a church setting • Previous administrative/secretarial experience • Experience of liaising with volunteers • Experience of church ministry/mission • Development and maintenance of effective administrative processes • Working with senior managers 	 ✓ ✓ ✓	 ✓ ✓ ✓ ✓	 CV/references/interview CV/references CV/interview CV/interview
Knowledge <ul style="list-style-type: none"> • Knowledge of Church administration • Familiarity with the role of the local church • Knowledge of office procedures/ organisation • Good working knowledge of Microsoft Office applications, including Outlook, Word, Publisher, Excel and PowerPoint • Working knowledge of Songpro software • Familiarity with Data Protection • Knowledge of Church of England worship, ministry and structures 	 ✓ ✓ ✓ ✓	 ✓ ✓ ✓	 CV Interview CV/interview CV/practical test CV CV CV
Abilities/Skills <ul style="list-style-type: none"> • Excellent communication skills both written and oral • Strong attention to detail and high level of accuracy • Excellent IT & administrative skills • Ability to deal sensitively with a wide range of people • Ability to prioritise workload/meet deadlines • excellent organisational skills • ability to work flexibly 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓		 CV/interview CV CV/reference Interview CV/reference CV Interview
Personal Attributes <ul style="list-style-type: none"> • Self-motivated, proactive and willing to take responsibility • Diplomatic, discreet and confidential • Ability to make decisions and take initiative • Motivated to produce high quality work • Ability to work with limited supervision • A good team player • A calm and positive manner • Good sense of humour 	 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		 Interview Interview Interview/reference Practical test/interview Interview/reference Interview Interview Interview