



# St Mary's, Bures

## Benefice Administrator Vacancy

### Role

We are looking for a gifted, experienced and skilled administrator to work on a flexible, part-time basis in support of our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church and wider benefice, in close co-operation with the Vicar, ministry team and church officers.

This post is key in enabling growth in the ministry and mission of our benefice. As well as providing effective administration, the post-holder will often be expected to be the first point of contact for the wider community.

This position requires a high degree of professionalism and is one in which creativity, flexibility, sound decision-making, self-motivation, confidentiality and discretion are essential. The post-holder will also need confidence and proven organisational, communication and interpersonal skills.

### Context

St Mary's is an Anglican parish church in the village of Bures and forms part of a benefice of three churches with All Saints, Little Cornard and St Edmunds, Assington.

Our church is used often for midweek activities.

Our electoral roll is presently 150 and we have approximately 80 to 100 people (children and adults) attending Sunday morning worship, across two Sunday Services. Little Cornard and Assington churches have one service per week, except on the first Sunday of the month when all three church communities worship at St Mary's.

Our ministry team consists of a full time Vicar, two part-time Ordained Self-Supporting Ministers, three Lay Readers and 8 Lay Elders. In addition, we have a large number of volunteers assisting in the leadership of our many groups.

### Location and Hours

The role will be based in the church office, which is currently located in The Vicarage.

The role is for 16 hours a week, Tuesday to Friday. There is room for flexibility in the distribution of these hours but the post holder may exceptionally be required to attend occasional evening or weekend meetings.

### Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £10 per hour paid monthly in arrears. The gross annual salary will be £8,320.

The post holder will be entitled to a workplace pension in accordance with current regulations.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm satisfactory completion of the probationary period. During the probationary period one week's notice of termination of employment will be required from the postholder and thereafter one month's notice.

Annual paid holiday entitlement is 28 days pro-rata (equivalent to 12 days for 16 hours per week). Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. *Any overtime needs to be agreed in advance with the Vicar and will be paid at the hourly rate.*