

Church Administrator St. Mary's, Henbury

Overall purpose of post

To provide administrative support to the Vicar and Churchwardens in order to ensure the smooth running of St Mary the Virgin, Henbury.

Main duties

- To run the Church office and, in conversation with others, to develop systems to improve its effectiveness.
- To respond to emails, telephone enquiries and provide a point of contact for venue users.
- To produce weekly news sheets and service sheets in consultation with the Vicar and Churchwardens
- To manage enquiries, bookings and paperwork regarding occasional offices (christenings, weddings and funerals)
- To produce Church service rotas in consultation with the Vicar and Churchwardens
- To maintain and update the Church website and to develop regular and engaging posts of news and information for our social media accounts
- To maintain our database of Church members, produce mail merged letters several times a year and ensure that it remains GDPR compliant
- To receive and account for monies received for bookings and donations
- To liaise with designers and printers for publicity, especially around Christmas and Easter
- Any other duties commensurate with this role

Person specification

- Previous experience in a professional administrative environment
- Excellent administrative skills including close attention to detail, prioritisation of workload and an ability to work to deadlines
- Excellent interpersonal skills and an ability to work creatively with volunteers, community groups and venue users.
- To be in sympathy with the inclusive, Christian ethos of St. Mary's Henbury
- Excellent computer skills including Word, Excel, email and use of online resources.
- An ability to manage a database and to produce mail merged letters and address labels
- An ability to work flexibly to hit deadlines when required.

It would be helpful if the person appointed has

- An understanding of the workings of the Church of England including the parish governance, the annual lectionary and legal requirements regarding weddings.
- Experience of updating websites and use of social media
- Experience of handling and accounting for cash

Terms and conditions:

Location: Parish Office, Church Close, Henbury BS10

Application

Please apply with letter and CV outlining why you are applying for this role and using the person specification above to tell us why you are the person best suited for this job.

The post has initial funding for three years.

12 hours per week, preferably over four days per week, £10 hour.

Holiday entitlement will be 28 days/year pro rata (inc. public holidays).

Please apply by Friday 26th November to

David Lloyd

kjv@email.com

or St. Mary's Henbury Parish Office

Church Close

Henbury

Bristol

BS10 7QF

We would hope the person appointed would be able to start in December 2021 if possible.