

St John the Divine Rastrick

JOB DESCRIPTION

Job Title:	Benefice Administrator
Church:	St John the Divine, Rastrick
Location:	Home-based
Responsible to:	The Lay Employee will be employed by the Parochial Church Council and will be line managed by the Vicar of Rastrick.

Purpose and Objectives: To work with the Vicar and other lay leaders to provide administrative support to the benefice.

Main Responsibilities:

- To provide administrative support for the Vicar and be a general point of contact when the vicar is away.
- Assist the Vicar with the preparation of weekly power point presentations for services.
- Administer documentation for occasional offices (e.g. weddings, funerals, burials of ashes, baptisms) as required.
- Complete baptism, wedding, and ashes burial registers.
- Produce service sheets when required.
- Ensure that the church diary(s) are up to date and provide information for rotas, church newsletters, and noticeboards.
- Deal with enquiries by email, letter, and telephone.
- Liaise with the church council secretaries regarding senior team meetings, PCC & ECC meetings.
- Produce publicity for the churches and Benefice as required.
- Oversee church websites and Facebook pages.
- Attend meetings as required within the Benefice.
- Any other duties and responsibilities identified by the Vicar as are within the Administrator's capabilities and level of responsibility, to meet the needs of the Benefice.

Terms and Conditions:

- Terms of appointment: Fixed term (2 years).
- The salary rate will be £13.20 per hour (£4,120 per annum).
- Normal working pattern: 6 hours per week, to be worked flexibly by agreement with the Line Manager.
- At least one day free of responsibilities each week.
- All reasonable expenses will be reimbursed.
- There is a contributory pension scheme to which eligible Lay Employees will be auto enrolled. Lay Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- 28 days annual leave entitlement per year including Public Holidays (pro-rata for part-time workers, which for this role is 33.6 hours per annum).
- Appointment will be subject to satisfactory references and a Basic Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to the satisfactory completion of a six-month probationary period.

Management:

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Prepare a personal development plan with the Lay Employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis.
- Act as a "sounding board" to the Lay Employee.

Last Date Modified: 10th November 2023

PERSON SPECIFICATION

Job Title: Benefice Administrator

Church: St John the Divine, Rastrick

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE level or equivalent including Grade C/4 or equivalent in Mathematics and English.	X		A, Q
Proven Ability			
Ability to use ICT systems competently and creatively. (including Microsoft Office Word, Publisher, Outlook, Excel and PowerPoint).	X		A, I
Ability to plan and organise own work and also to collaborate flexibly with others to manage competing priorities.	X		A, I
Ability to communicate effectively by e-mail, telephone, in documents and face-to-face.	X		A, I
Special Knowledge & Skills			
Administrative skills and experience, including diary management and record keeping.		X	A, I
Experienced in using social media and websites as a means of promotion.		X	A, I
Any Other Requirements			
A person of honesty and integrity, who can work respectfully, confidentially and with sensitivity.	X		A, I
Being prepared to work flexibly to meet the needs of the Benefice	X		A, I
Is in sympathy with the aims and purposes of the Church of England and the Methodist Church.	X		A, I

Method of Assessment: A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts).

(We reserve the right to assess any other aspects of the role in a format not previously described)