

St George's Tuffley with St Margaret's Whaddon



*Worshipping, Caring, Pioneering
Growing God's Kingdom*

- Job title:** Benefice Administrator
- Reports to:** Incumbent
- Location:** Parish Office, St George's Centre, Grange Road, Tuffley, Gloucester
- Hours:** 7 hours per week (with potential to increase in future)
- Days:** To agree core days to cover the parish office opening times.
- Salary:** In line with living wage (currently £11.44 per hour)
- Leave:** FTE of 20 days per year + 8 statutory bank holidays
- Contract:** Permanent

Background

The Benefice comprises the parishes of St George's Tuffley and St Margaret's Whaddon. We are seeking to appoint a talented, dynamic and creative Parish Administrator to support the plans of the PCC, church community, wider community and parishes.

We are looking for someone who has the experience, versatility and flexibility to support us in response to the needs of the church and community. The Parish Administrator will fulfil a vital role in the life of the Benefice, helping ensure smooth running of the parishes and supporting the incumbent and key church officers.

As a faith-based organisation and place of Christian worship, our beliefs are central to everything we do. The post-holder will be expected to respect these beliefs and work actively to support our ministry and vision and to be a key representative and voice of the church to the wider community, from answering the phone and dealing with enquiries.

The position requires professionalism and the ability to work where multi-tasking, self-motivation and discretion are essential. The post-holder will need to be competent in communication, interpersonal and IT skills, with a welcoming demeanour.

Main duties and responsibilities

- To deal with all enquiries relating to benefice duties, e.g. baptisms, weddings, funerals.
- To aid the smooth running of the administration of the church centre and office by ordering supplies and equipment.

- To deal with all enquiries relating to St George’s Church Centre, e.g. bookings, viewings, invoicing.
- Maintaining the parish diaries for the churches and centre.
- Assisting with social media, publicity and advertising events.
- Baptisms, Banns of Marriage, Weddings and Funerals: Managing the effective systems that ensure these “Occasional Offices” are followed up and carried out as requested and planned, ensuring good communication with the people concerned.
- Maintaining the Baptism, Wedding and Burial Register.
- Statutory reporting requirements: ensuring all appropriate returns are made to the Registrar and the Diocesan Office as required. Liaising with the appropriate church officers to facilitate these processes.
- Professionally dealing with benefice correspondence.
- Maintaining a record of all key holders.
- General office duties, administration and record keeping, ensuring compliance with General Data Protection Regulation (GDPR). Maintaining databases and circulation lists.
- Invoicing church and centre users and handling payments.
- Ordering office and cleaning supplies.
- Assisting with publications and reports, compiling submissions and formatting.
- Maintaining confidentiality at all times.
- Being familiar with and upholding the PCC safeguarding policy and practices.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the post-holder and the incumbent Reverend.

A Basic Disclosure of the Disclosure and Barring Service (DBS) will be required.

Person Specification

- A good command of numeracy and literacy
- Experience of administrative role
- IT literate
- Flexible
- Organised
- Approachable, welcoming and communicative
- Community minded

Apply

Closing date **24th May 2024**

Apply in writing by sending your CV to Stgstm2@gmail.com

We anticipate holding interviews on the morning of Monday 3rd June 2024.