

Administrator
Benefice of Woodborough, Epperstone, Oxtun and
Gonalston.

Job Profile

Job title	Benefice Administrator <i>The successful candidate must fully support the distinctively Christian ethos and aims of this organisation.</i>
Reports to	Vicar
Location	St Swithun's Church Office and Home-based.
Hours	12 hours per week (5 hours Office based Wednesday, 7 hours Home-based)
Salary	£13.20 per hour - £14.90 per hour dependant on experience (annually reviewed)
Holiday	12 days (whereby one working day is 6 hours)
Probation And Notice	Three months and One month

Role Purpose

Our Benefice exists to spread the good news of Jesus Christ to our local areas and to serve our church members. We are looking for someone to help us in this by facilitating and overseeing the day-to-day running of the four churches, assisting the church staff, wardens and volunteers, and supporting the clergy.

Please see below for a description of the responsibilities that the role entails.

Contract Type

This is a permanent, part-time, role.

Role Description

Office management and administration.

- To oversee all the administration that happens in the Benefice office.
- To be a point of contact for the Benefice for those contacting by email or telephone.
- To administer all aspects of IT, including ensuring that users are trained to an appropriate level.
- Ensuring appropriate cover for absence and holidays so that ministries can be always maintained.
- Accountable for rotas and materials/ support required for worship and the mission of the Benefice.
- To assist with financial administrative tasks relating to Occasional Office Fees.
- To manage and maintain a communications database of contacts for the Benefice.
- Maintain office supplies and records.
- Attend staff meetings (every other month).
- Organise the necessary risk assessments for daily church activities.
- Act as the main point of contact for all wedding, baptism and funeral enquiries.

Buildings.

- To oversee all use of the Church buildings outside of times of worship including external and internal building bookings, managing the church calendars and communication with all those who hire or use the building.
- To assist with creating a welcoming environment for those who visit the churches on a Sunday or during the week.
- To work in partnership with the wardens on all works in either church buildings requiring a faculty (that is, changes to the historic fixtures and fittings of the building); to take responsibility for administration of these works, including assisting the wardens in completing faculty applications.

Communication.

- To be responsible for the parish's communications including through the 4churches website, A Church Near You, Facebook and other social media, noticeboards, email mailing, printed newsletters, the Doverbeck Magazine, and other appropriate communication methods.
- Accountable for ensuring that regular communication is engaging and maintained to a high standard.
- Communication with local news outlets to maintain awareness and profile.

Working with people and teams.

- Collaborate with teams, including both employees and volunteers, to support all operational areas. This includes:
 - Families Worker
 - PCCs (attendance once a year)
 - Wardens
 - Readers
 - Vergers
 - Volunteers
 - Bell ringers
 - Flower arrangers
 - Those who clean the buildings
- Support clergy with any appropriate tasks.

Governance and Legal issues.

- Undertake the role of Parish Safeguarding Officer (PSO), and all related duties in accordance with Southwell and Nottingham Diocese expectations and Benefice Policies.
- Assist with the production of the Annual Meeting Reports and APCMs.
- Assist with regulatory reporting requirements.
- Secretarial assistance to the Samuel Eden Trust (Woodborough) to include note taking (two meetings per annum) and assistance to the Chair and Treasurer of the Trust.
- Data Protection – responsible for ensuring that we comply with Data Protection legislation.

Person Specification

Essential

1. An enthusiastic, personable and positive approach, able to communicate a warm welcome to those contacting the Benefice.
2. Aware of the impact that good administration can have on the mission of the Church.
3. Experience of administration in a similar context.
4. Fully support the distinctively Christian ethos and aims of this organisation.
5. Excellent organisational, administrative and communication skills.
6. Comprehensive ability with standard word processing, spreadsheet, email and social media software, and proven ability to quickly and independently master new software.
7. Skills in producing and laying out brochures, documents and advertising media.
8. Excellent at working as part of a team and valuing team members.
9. Ability to manage time and prioritise tasks.
10. Ability to work independently & use one's initiative.
11. Willingness to learn new skills and undertake training.
12. Awareness of safeguarding best practice.

Desirable

1. Awareness of health and safety best practice.
2. Awareness of human resources best practice.
3. Knowledge of the structures and processes of the Church of England.
4. Ability to drive and use of a car.

Application

To apply for this role, send an email to; vicar.egowbenefice@gmail.com to receive application instructions.

Closing date 14th November 2025 at 5pm.

For further information concerning the Benefice please contact the Office on 07494 049531
