

Benefice Administrator - West Trent Churches



Job Description:

Title: Benefice Administrator

Reporting to: Rev James Moring (Priest-in-Charge)

Basis of Employment: 12 hours per week - exact timings and working hours to be agreed upon appointment and may require some flexibility.

Role Summary:

The West Trent Churches comprises the parishes of Bleasby, Halloughton, Hoveringham, Morton, Rolleston, Thurgarton and Upton - we work together in unity to see the hope of Jesus known by all who live in these rural villages and beyond. We're entering into a new season as we join in with the Rural Revitalisation Project and become part of Cluster 3, seeking to make new spaces for people to meet with Jesus in our communities alongside our current worshipping communities across the Benefice. We're also looking to do some particular work with Bleasby Church of England Primary School. As we look to establish these new things we are looking to recruit an administrator who will be able to play their part in maintaining the day-to-day life of the Benefice and also providing administrative support as that expands in the coming months.

Person Specification

The person we're looking for to join our team will be someone in sympathy with the aims and values of the Church of England who:

Essential

- Identifies with and is excited by the vision and values of the West Trent Churches and supportive of our missional aims and objectives.
- Is proactive in their approach and good at taking the initiative.
- Is reliable, has excellent organisational skills and the ability to work to a deadline.
- Is a great team player who is able both to contribute and take direction.
- Has outstanding interpersonal skills, enabling them to build good relationships with those within the church and wider community.
- Is an effective communicator with people both in written and verbal form.

- Is computer literate and comfortable using a variety of social media platforms and computer software.
- Has knowledge of Safeguarding and Safer Recruitment (or a willingness to learn) and is committed to work within the Church Safeguarding policy and procedures.
- Is trustworthy, able to process data securely, and work within GDPR guidelines.

Desirable

- Thinks strategically and has an ability to create effective organisational systems alongside others.
- Is an experienced note/minute taker.
- Has knowledge or experience of Church of England parish structures and/or a willingness to learn.
- Is willing to attend services in the West Trent Churches with some regularity and become part of the worshipping community.

Key Roles & Responsibilities:

- To be the main point of contact for the Benefice for those contacting by email or telephone.
- To manage the Benefice website and other social media as required
- To attend Benefice Council meetings, and by arrangement, occasional PCC meetings
- To prepare and distribute Agendas and Minutes of Council meetings
- To work with Priest-in-Charge (and others as appropriate) on preparing in-person and online service rotas, and to be responsible for hosting for all online services, and in time to raise up volunteers to assist with this. Currently there is a service on Sunday a.m. and Wednesday p.m. Consideration to be given for one Sunday a month off.
- To assist and support the parish safeguarding officers
- To provide the necessary administration of Occasional Offices and fees, supporting members of the public, the Priest-in-Charge and churchwardens with enquiries.
- To manage and maintain a communications database of contacts for the Benefice
- To be prepared to help with issues that arise in individual parishes, such as help with financial matters, building works and faculty applications, and other matters as is reasonably requested.
- To be responsible for ensuring the Benefice is complying with GDPR legislation.
- Supporting our work with Safeguarding & Safer Recruitment, helping to log volunteer training and send out reminders.

Key Working Relationships:

- Priest-in-Charge
- Lead Mission Enabler - Cluster 3
- Churchwardens
- Prospective Operations Manager - Cluster 3
- Ordinand/Curate

Terms of Employment

Work Pattern: Part Time (12 hours p/w). Working days/hours to be agreed upon appointment but would ideally include 2 set mornings a week. The role will include some evening meetings and require some flexibility.

Salary: The position will be paid at an hourly rate of £12.50 p/h with an annual salary review.

Holiday: To be arranged - 5 weeks plus Bank Holidays. Concessionary days if appropriate - e.g. 3 days between Christmas and New Year.

Review: The role is subject to a three-month probationary period, followed by an annual appraisal and review.

Location: Remote

The West Trent Benefice would be committed to supporting and developing you in your role by providing specific training/input as required.

Due to the activities being undertaken as part of this role a basic DBS check is required prior to the appointment being confirmed.

For more information about the role or to request an application form please contact the Priest-in-Charge, James Moring.

Rev. James Moring

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