

## JOB DESCRIPTION

### Parish Administrator & Comms Lead

#### ROLE SUMMARY

Holy Trinity Church Southwell is an evangelical Anglican, Word-and-Spirit church with a bold and simple vision:

**To be a deep well of God's healing for Southwell and beyond.**

Southwell was founded around springs – places of life, refreshment, and renewal. We believe God is calling Holy Trinity to become a spiritual well in the heart of the town: a community where the weary encounter Christ, where the broken find restoration, and where hope flows outward into homes, schools, workplaces, and streets.

To help us live this vision, we are seeking a highly organised, proactive, relational Parish Administrator & Communications Lead. This person will strengthen the operational life of the church, support the vicar and ministry teams, and (depending on skillset) help shape our communications.

This role is ideal for someone who loves people, enjoys creating order, communicates warmly, and is excited by the idea of helping Trinity become a “deep well” of God's life and healing.

#### KEY RESPONSIBILITIES

##### 1. Administrative & Operational Support

Ensuring the smooth running of Holy Trinity's ministry and mission by:

- Providing occasional PA support to the vicar.
- Staffing the church office: welcoming visitors, answering calls, responding to enquiries.
- Managing the church calendar, building bookings, and keyholder coordination.
- Preparing for Sunday services:
  - Organising weekly rotas (prayers, readers, AV, refreshments, welcome).
  - Setting up Proclaim templates.
  - Updating rolling slides and service visuals.
- Supporting ministry leaders with printing, photocopying, and admin tasks.
- Creating and maintaining ChurchSuite events, groups, and database records.
- Ensuring supplies are maintained (cleaning, communion, stationery, refreshments).
- Supporting weddings, funerals, baptisms and thanksgivings:

- Liaising with families and funeral directors.
  - Managing banns, registers, certificates, invoicing and returns.
  - Coordinating musicians, AV and service logistics.
- Acting as PCC Secretary: preparing agendas, attending meetings, taking minutes.
- Supporting annual processes:
  - APCM preparation
  - Electoral Roll
  - Stats for Mission
  - Policy updates (H&S, Safeguarding, GDPR)
  - CCLI and copyright management
- Supporting safer recruitment: DBS checks, training logs, reminders.
- Working with the Treasurer/Bookkeeper on basic financial admin (invoices, banking, payroll support).
- Helping ensure compliance across ministries (risk assessments, policies, safeguarding).
- Supporting occasional projects: grant applications, faculty paperwork, churchyard matters.
- Maintaining a well-organised office and storage environment.
- Supporting onboarding of new staff and volunteers.

## 2. Communications & \*Creative Content

Helping Holy Trinity to communicate its vision and ministry clearly and consistently by:

- Designing and sending the weekly church email update (including printed copies).
- Managing social media channels.
- \*Creating digital and print content:
  - Ministry flyers
  - Posters, banners, A-frames
  - Welcome cards
  - Event graphics
- Keeping the website up to date and aligned with our vision.
- Ensuring noticeboards and physical spaces communicate well.
- \*Acting as point person for all church communications, supporting ministry leaders with messaging and design.
- Contributing to the shaping of our overall communications strategy.

*\*Please note: the creative and design aspect of our comms is desirable but not essential, the organisational aspects of our communications are the priority.*

## PERSON SPECIFICATION

### Essential

The person we are looking for will:

- Be in sympathy with the aims, values, and worshipping life of Holy Trinity and the Church of England.
- Be excited by our vision to be **a deep well of God's healing for Southwell and beyond.**
- Be proactive, self-motivated, and able to take initiative.
- Have excellent organisational skills and the ability to work to deadlines.
- Be a warm, confident communicator (written and verbal).
- Be a strong team player who can both contribute and take direction.
- Be comfortable with technology, including email, databases, and social media.
- Be trustworthy and able to handle sensitive information with discretion.
- Understand (or be willing to learn) safeguarding and safer recruitment processes.
- Be able to work within GDPR guidelines.
- Have a minimum of 5 GCSEs A-C (or equivalent).

### Desirable

- Experience in communications, graphic design, or social media management.
- Experience in using Canva.
- Experience with ChurchSuite or similar church management systems.
- Experience of Church of England parish structures.
- Strong minute-taking skills.
- Ability to think strategically and develop effective systems.
- Willingness to be part of the worshipping life of Holy Trinity.
- Experience supporting HR, finance or compliance processes.

## TERMS OF EMPLOYMENT

- **Hours:** 12-18 hours per week (to be agreed with the successful candidate). Example working days: Tuesday - Thursday, 9am-3pm (occasional evenings and weekends)
- **Salary:** £13.45 an hour (£26,227 FTE)
- **Holiday:** 5 weeks per annum pro rata (excluding public holidays).
- **Probation:** 4-month probationary period.
- **Location:** Office space at Holy Trinity Church, with some flexibility for home working.
- **DBS:** A basic DBS check is required prior to appointment.
- **Pension:** 8% employer contribution
- **Line Manager:** Vicar