

# All Saints' Cottenham with Rampton Parish Administrator - Job Description & Person Specification

## Parish Administrator

<b>Hours of work per week</b>	10	<b>Flexible Working Options</b>	Yes		
<b>Salary &amp; benefits</b>	£10 per hour 22 days holidays per year + UK bank holidays (8) (pro-rata).				
<b>Line manager</b>	Revd Lynda Davies, Rector	<b>Any Occupational Requirement?</b>	Sympathetic to the Christian Faith	<b>Place of work</b>	All Saints' Parish Office, Church Hall
<p>All Saints' Church, Cottenham is the parish church for the villages of Cottenham and Rampton within the Ely Diocese. The parish office is based in All Saints' Church Hall. The post holder will be responsible for general administration, Church Hall administration, the production of the weekly notice sheet, the design, production and printing of service sheets for special services, promotion and publicity of church events, occasional minute taking, and the organisation of events and courses. They need to be self-motivated and able to work independently as well as part of a small team of clergy, churchwardens and lay ministers. Due to the Christian identity and ethos, there is a requirement for the post holder to be sympathetic to the Christian faith and to the aims and mission of the church. As this is a new post, the responsibilities and hours of work will be reviewed within the first 12 months.</p>					
<b>KEY RESPONSIBILITIES</b>			<b>Person Specification</b>		
<p><b>Tasks include</b></p> <ol style="list-style-type: none"> <li>1. Administration;               <ol style="list-style-type: none"> <li>a. Management of letter and email correspondence coming in directly to the Parish Office</li> <li>b. Liaison with the Rector, Churchwardens, Treasurer, diocese, volunteers, action group leaders</li> <li>c. Church Hall: taking bookings, invoicing, updating calendar, liaising with the hall caretaker</li> <li>d. Assisting the Rector with statistical and diocesan returns</li> <li>e. Administration of special services and events.</li> </ol> </li> <li>2. Events and Courses               <ol style="list-style-type: none"> <li>a. Designing publicity (of grant awards and events)</li> <li>b. Assisting group leaders with logistics, e.g. booking rooms, ordering materials</li> </ol> </li> <li>3. Communication               <ol style="list-style-type: none"> <li>a. Production of weekly notice sheet</li> <li>b. Production of service sheets for 'special' services</li> <li>c. Updating Facebook</li> <li>d. Liaison with the Website Administrator</li> </ol> </li> <li>4. Establishing a church database, and maintaining a church directory in line with General Data Protection Regulations.</li> </ol>			<b>EDUCATION AND QUALIFICATIONS</b>	Able to demonstrate a good level of general education to GCSE standards in maths and English or equivalent.	
			<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Previous experience of working in an office environment</li> <li>▪ Substantial experience in the use of Microsoft Office i.e. Word, PowerPoint, Excel, Publisher</li> <li>▪ Appropriate level of data protection, security awareness and the need to maintain confidentiality</li> </ul>	
			<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Ability to work as part of a team and establish good working relationships at all levels</li> <li>▪ Ability to work and act on own initiative</li> <li>▪ Ability to demonstrate excellent communication skills, both orally and written</li> <li>▪ Ability to prioritise and manage own diary and workload</li> <li>▪ Caring and effective when dealing with people from all walks of life and able to communicate effectively at all levels</li> <li>▪ Creative problem solver</li> <li>▪ Regularly demonstrates a positive 'can do' attitude</li> <li>▪ Willingness to work flexibly</li> <li>▪ Willingness to access relevant training.</li> </ul>	