



Team Administrator Job Description

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| Job title: | Team Administrator |
| Hours: | Part-time, 16 hours per week, 09:00-12:00 Monday to Wednesday, 09:00-12:30 Thursday-Friday. |
| Location: | The Team Office, 5 Gold Hill, Shaftesbury, Dorset |
| Accountable to: | Team Rector |
| Employer: | St Peter's PCC on behalf of the Team Council |
| Key relationships: | Within the Shaftesbury Team: Team Rector, other Team clergy, Team Council, churchwardens and PCC officers. Beyond the Shaftesbury Team: Salisbury Diocesan Office, Sherborne Area Office, church schools, funeral directors, local civic organisations. |

Background

We are the Church of England in and around Shaftesbury – a group of nine churches situated in beautiful North Dorset. Three of the churches are in the town of Shaftesbury and there are six churches in the surrounding villages and hamlets. Within our churches we embrace a diversity of worship styles and congregation sizes, and enjoy being a team which works well. Our ministry team includes four full-time stipendiary priests - a Team Rector, two Team Vicars and a Curate - and one Honorary Associate Priest. We also benefit from the ministry of a number of lay ministers and retired clergy.

Role

There are two primary aspects to the role of Team Administrator:

The first is to provide central administrative and secretarial support to the Team. This involves supporting the Team Rector, other team clergy, and lay officers of the Team churches, in order to relieve some of the administrative burdens that would otherwise fall on the clergy. This releases the clergy to focus on their ministerial responsibilities.

The second is to act as a receptionist for the Team. This includes being the first point of contact for telephone and e-mail enquiries and visits to the Team Office from church members, the general public and from key contacts including church schools, funeral directors and nursing homes. The Team Administrator therefore makes a significant contribution to the smooth running of the Shaftesbury Team Ministry.

Accountability

The post holder will be employed by the PCC of St Peter's Church, Shaftesbury, on behalf of the Shaftesbury Team Ministry. The post holder will be accountable to St Peter's PCC through the Team Rector and Team Council.

Ethos

The post holder will work closely with the Team Rector, other clergy and church officers. It is therefore important that s/he is in sympathy with the mission and ministry of the Shaftesbury Team Ministry and of the Church of England, and is willing to work to actively support that mission and ministry.

Main duties and responsibilities

Administrative Support for Worship

1. Prepare and produce, under clergy guidance, accurate orders of service and service sheets for acts of worship, including Sunday services, church festivals, baptisms, weddings and funerals using appropriate software (e.g. Word, Publisher).
2. Prepare and maintain rotas for leading worship, liaising with clergy and lay ministers as necessary. Maintain electronic records and ensure good communication of this information to churchwardens and others with responsibility for acts of worship.
3. Prepare and maintain rotas for readers, for distribution of Holy Communion in nursing/care homes and for school assemblies.
4. Oversee compliance with church copyright regulations, including maintaining the CCLI records and submitting them in a timely manner, and ensuring that licences are appropriate and up to date.

Office Management and General Administration

5. Provide administrative support to the team clergy in all matters relating to baptisms, funerals and weddings including dealing with enquiries, communication with undertakers, bookings, banns of marriage, registers, certificates, materials, payments, etc. Liaise with the Team Treasurer re payments.
6. Deal with statutory documents, including returns, registers, certificates and faculty applications.
7. Administer the Team diaries, including ensuring the electronic diaries are up to date.
8. Arrange appointments and set up meetings when requested.
9. Review and implement procedures to ensure clear, efficient and effective office operation and record keeping.
10. Initiate and act as a verifier for DBS (Disclosure and Barring Service) applications (subject to completing the appropriate Diocesan training) and take part in regular safeguarding training as required.
11. Act as Secretary to the Team Council, including taking minutes at meetings when required on up to four weekday evenings and one Sunday morning per year, for which time off in lieu (TOIL) will be given.
12. Order supplies for church ministry including stationery, candles, communion supplies.
13. Manage petty cash and liaise with the Team Treasurer as necessary.
14. Manage a small number of external copying jobs for local organisations, provide invoice and collect payment.
15. Oversee the maintenance of equipment in the Team Office and comply with any maintenance and service contracts held by the Team, assist with the purchase of new office equipment when required.
16. Ensure a safe and clean working environment within the office.

Parish communications

17. Act as first point of contact for all enquiries whether in person, or by phone, post, or e-mail, ensuring they are dealt with politely and professionally and followed up by appropriate action.
18. Manage all Team correspondence, including post and e-mail.
19. Prepare, print and distribute weekly pewsheets and the monthly Team prayer leaflet.
20. Prepare and schedule a weekly information e-mail.
21. Send service and event information to local press in a timely manner.
22. Assist with updating the Team website.
23. Assist with the production of Team publications including producing the colour pages of the Team magazine (Keyring) and invoicing magazine advertisers.
24. Submit information on baptisms, weddings and funerals to the magazine editor.
25. Co-ordinate occasional Team mailings, both paper and electronic.
26. Assist as necessary with production of the parishes' Annual Reports in preparation for the Annual Parochial Church Meetings.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Team Rector.

Person Specification

Essential

Skills / aptitudes

- Excellent skills with standard office software including Word, Outlook, Excel and the internet, including the ability to manage online diaries.
- Excellent word processing skills.
- An eye for detail, able to produce work of a consistently high standard.
- Discreet and pastorally sensitive, able to assess enquiries and draw on appropriate support in the Team and beyond as necessary.
- Able to recognise and respect the degree of confidentiality appropriate to different aspects of the work.
- Able to communicate clearly with all enquirers, whether in person, on the telephone, or in writing.
- Well-organised and methodical, able to manage a complex set of responsibilities in an orderly and timely manner.
- Able to work calmly under pressure.
- Able to work independently as a member of a dispersed team.
- Sympathy for the mission and ministry of the Shaftesbury Team Ministry and of the Church of England, and willingness to work to actively support that mission and ministry.

Knowledge / experience

- Proven ability in office management, including experience of independent working.
- Experience of dealing with a wide range of people and situations in the course of work.
- Educated to 'A' level standard or equivalent

Desirable

- Knowledge of church worship, ministry and parish management.
- Understanding of the life and structures of the Church of England.
- Experience of working with volunteers, ensuring that their work is encouraged and that shared tasks are completed in a timely manner.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holder's Contract of Employment. The initial salary will be £654.75 monthly, paid in arrears by direct transfer. This is equivalent to an hourly rate of £9.44. The gross annual salary will therefore be £7857. (This salary equates to a full-time gross annual salary of £18,415.) Remuneration is reviewed annually in October, the next review is due in 2018.

The start date will be Monday 23rd July 2018 or as soon as possible thereafter. The appointment is subject to a six-month probationary period, at the end of which there will be an appraisal. Thereafter appraisal will take place annually. Until the probationary period has been successfully completed, one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holiday entitlement is 80 hours per year (the equivalent of 5 weeks annual leave pro rata) plus statutory Bank Holidays. Leave must be agreed in advance with the Team Rector, bearing in mind the particular demands of preparation for major church festivals. It is not usually possible to take annual leave in the week before Christmas or the week before Easter. Occasional overtime, e.g. for Team Council meetings or training courses, would normally result in the post holder being given time off in lieu of the additional hours worked.

The Team Rector, as Line Manager, will meet regularly with the post-holder to review duties and responsibilities and to discuss development, common concerns and opportunities for training.

Applications by CV and covering letter to:

helen@ShaftesburyCofE.org.uk

or, The Revd Helen Dawes, The Team Office, 5 Gold Hill, Shaftesbury, SP7 8JW

Please include name and full contact details of three referees in your covering letter, at least one of whom you are happy for us to contact before interview. This referee must have known you for at least 5 years.

Electronic applications preferred, there is no need to send a hard copy if you have applied by e-mail.

Deadline for applications: 5pm, FRIDAY 25TH MAY 2018