

**St-John-in-Bedwardine and St Michael's, Worcester
Parish Administrator Job Specification**

Hours	12 hours per week. The Administrator is expected to be physically present in the Office at St John's Church for three hours on at least two mornings per week and will be required to work occasional evenings (usually up to six per year) for Joint Council meetings. Otherwise, the working pattern is flexible and open to negotiation.
Salary	£12 per hour, with paid holidays of 5.6 weeks per year, including bank holidays. A pension scheme is operated and offered in accordance with statutory requirements. The Administrator is employed by the Joint Council and the line manager is the Team Rector.
Skills	The person appointed will need flexibility, excellent administrative and communication skills, as well as computer literacy. Experience with Microsoft Word is required; experience with Microsoft Outlook and Excel is highly desirable; and experience with Microsoft Teams and Google Calendar is desirable but not essential, as training and support can be provided for the parish systems. A work e-mail address and access to the Office package will be provided, along with a computer in the office.
Start Date	As soon as possible from 16 October 2023.

The general responsibility of the Administrator is to:

1. Ensure the efficient running of the Parish by:

- Dealing with post and e-mail communications
- Providing a welcoming and efficient telephone answering service
- Keeping the church Google calendar up to date
- Taking baptism and wedding bookings
- Invoicing funerals and maintaining a funerals database
- Maintaining the filing systems, databases and spreadsheets
- Acting as Secretary of the Joint Council
- Providing administrative support to the Standing Committee
- Managing church and room bookings
- Ordering stationery and other equipment as required
- Ensuring the photocopier is functioning and liaising with the supplier
- Liaising with church volunteers and other office users on a wide variety of issues
- Assisting with the printing of the magazine and maintaining the magazine subscription database
- Updating the church web page and A Church Near You page
- Ensuring that notice boards are kept up to date and relevant
- Assisting the Treasurer with administration as required
- Preparing posters and advertising for church events

2. Offer clerical support to the clergy in the form of:

- Managing the administration and liaising with families following baptism and wedding bookings
- Contacting Funeral Directors when required
- Dealing with queries directed to the clergy
- Producing service sheets
- Creating rotas
- Preparing the pewsheets for each Sunday service
- Finding cover for the clergy as necessary
- Managing the invitations to special services

The above is not an exhaustive list and the post holder can be expected to give reasonable clerical support in areas not specifically mentioned.

Interested candidates are asked to send a CV and covering letter or e-mail to the Team Rector, Phil Bradford, at phil.bradford@wcw.church or The Team Office, St John-in-Bedwardine Church, 1A Bromyard Road, Worcester, WR2 5BS by Saturday, 30 September, 2023. Interviews will be held during the week of 2 October.