## St Andrew’s and All Saints

Administrator

St Andrew’s & All Saints churches have been working closely together since 2001 as a vibrant and contemporary all-age Christian community, serving the beautiful town of Malvern in Worcestershire. Our congregations are really supportive and servant hearted and are growing rapidly - we have nearly doubled in size over the last 6 years, and currently have a ‘worshipping community’ across our two churches (and 6 congregations) of nearly 400 people. As the churches have grown so has the administration and staff structure needed to support it. We are in a season of transition, exploring what our future relationship with St Mary’s church, Pickersleigh might look like, and our identity and purpose as a larger church. In addition, our new Operations Manager is, for the next few months, taking on oversight of our youth ministry in addition to her role. We are therefore recruiting for a fixed term (until 30th September 2023), part-time (15 hours per week), Administrator to create extra capacity in this season while we discern the future path. They will work closely with our existing administrator and Operations Manager. Outlined below is a job description of the role.

If you have any queries about the role then please do contact Liz, our operations Manager (liz.saunders@standrewsandallsaints.uk) who would be delighted to talk further with you.

Further details about the churches can be found on our website:

 [www.standrewsandallsaints.uk](http://www.standrewsandallsaints.uk)

**Closing date for applications: Friday 10th February 2023**

**Interviews date TBC.**

**JOB DESCRIPTION**

**Job Title:**  Administrator

**Job Location:** The Church Office at St Andrew’s Church Poolbrook.

**Hours:** 15 hours per week. Some flexibility to hours, but ideally to include 3 mornings a week, Monday, Tuesday, and Thursday.

**Employment Basis:** Employment Basis: Fixed Term / Part Time position until 30th

September 2023.

**Pay:** £12.47 per hour (£9,726pa or £24,316.5 FTE)

**Accountable to:** Operations Manager and The Rector and PCCs of St Andrew’s & All Saints Malvern Wells & Wyche

**Starting Date:** As soon as possible.

**Role Purpose:**

To provide administrative support for St Andrew’s, Poolbrook and All Saints, Malvern Wells and Wyche; in order to support and grow the mission and the ministry of the Churches.

**Key Tasks:**

1. **Office Management and General Administrative Services:**
	1. Provide general administrative support to the Operations Manager and Rector
	2. Provide general administrative support to Preachers and Leaders, Key Ministry Leads and the Church Officers. Including Photocopying.
	3. Order supplies
		1. Cleaning
		2. Refreshments (Services / Meeting) Milk, tea, coffee, squash, biscuits etc.
		3. Stationery (Office and Key leaders)
	4. Set up rooms for church meetings (tables, chairs, refreshments) and liaise with the Centre Manager for bookings
	5. Ensure a safe and clean and ordered working environment within the office
2. **Communications and Publicity:**
	1. Update and maintain church notice boards and displays.
	2. Act as first point of contact for all enquiries whether in person, or by phone, post, email etc. ensuring they are dealt with politely and professionally and followed up by appropriate action.
	3. Assist with the production of the weekly mailing.
	4. Co-ordinate occasional parish wide mailings (e.g. at Christmas, Easter, Harvest) and any parish publications.
	5. Print, distribute and on occasions design, church material (e.g invitations for events, posters etc.) and organise individuals and teams of volunteers to assist, where appropriate
	6. Assisting the Operations Manager and PCC Secretaries in production of the parish's Annual Report in preparation for the Annual Parish Meetings.
	7. Keeping the church website (and other social media) up to date with events, services and other key information.
	8. Update ‘A Church New You’ and ‘Find a Church’ websites
3. **Administration**
	1. Ensure the church database is kept up to date, working closely with the electoral Roll Officers and welcome team, producing the church directory when needed.
	2. Populate the rota overview document.
	3. Assist with PCC meeting administration.
4. **Administrative Support for Occasional Offices:**
	1. Provide administrative support to the clergy for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, banns, payments, etc.
	2. Liaising with baptism families, funeral directors and wedding couples over occasional office arrangements where required.
	3. Maintaining a database of occasional offices and overseeing mail outs (e.g. for memorial service) and any other correspondence.

Undertake any such other tasks as may be necessary in support of the mission and ministry of St Andrew’s and All Saints.

**Terms of Appointment:**

* This is a fixed term position until the 30th September 2023.
* Offers of employment are conditional on the receipt of satisfactory references.
* An enhanced DBS check will be carried out prior to appointment.
* Working expenses will be reimbursed according to PCC policy.
* Employees have the option of contributing to a pension plan if they so wish (and PCC may also contribute in accordance with national guidelines).
* There will be a probationary period of three months.
* The job description terms and conditions and role will be reviewed annually.

**Application Process:**

Application forms can be obtained from our Operations Manager (liz.saunders@standrewsandallsaints.uk). CVs will not be accepted in lieu of a fully completed application form.

Application forms should be completed and returned by midnight on Friday 10th February 2023 to the Operations Manager (liz.saunders@standrewsandallsaints.uk).

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| **Person Specification:**

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| **Requirement** | **Essential** | **Desirable** |
| **Education & skills** | * A good standard of education, equipping you to be sufficiently numerate and literate for the role.
 | * Diploma or higher equivalent
* Recognised qualifications in word processing / administrative skills.
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| **Experience** | * Previous experience of work which demonstrates an ability to fulfil the requirements of this role.
* An understanding of church life
 | * An understanding of the structures within the Church of England.
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| **Skills and Competencies**  | * An excellent working knowledge of Microsoft Office.
* Excellent interpersonal communication skills – both written and oral.
* Strong attention to detail.
* General office and clerical skills.
* Strong prioritization skills and ability to manage workload.
* Excellent organizational skills.
* Ability to work flexibly.
 | * Ability to process and occasionally design a wide range of documents.
* Confident using the WordPress content management system to edit websites.
* Experience of using Canva to create graphics.
* Experience editing videos / separating audio files from video recordings. Experience with google drive / Teams
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| **Personal Attributes** | * Ability to work collaboratively.
* Ability to respect matters of confidentiality, sensitivity and compassion.
* Able to interact effectively with a wide variety of people.
* Ability to make decisions and take initiative within the boundaries of the role.
* Motivated to deliver high quality output.
* Ability to manage the unexpected.
* Positive ‘can do’ attitude
* In sympathy with the Christian ethos and vision of St Andrew’s and All Saints.
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St Andrew’s is Registered Charity No 1128973. All Saints is an Excepted Charity.