

**Job Description – Church Administrator Role,  
All Saints, Higher Walton & Holy Trinity, Hoghton**

We are looking for a gifted, experienced and skilled administrator to come and support the parishes of All Saints, Higher Walton and Holy Trinity, Hoghton on a flexible, part-time basis to support the ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the churches in close co-operation with the Vicar and the Officers of the church. The churches are run separately whilst sharing a vicar and are on a journey of beginning to work together on a range of events and experiences.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, join in the spiritual life of the churches and work actively to support our ministry and vision.

Along with the Vicar and team, this post is key in enabling growth in the ministry and mission across the plurality. As well as providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and speaking to a whole range of people, to booking special events and organising the day to day running of the administration, better enabling us to serve our parish.

This position requires professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, communication and interpersonal skills.

**Key Responsibilities**

**1. Office management and general administrative services**

- a. Provide general administrative support to the Vicar
- b. Administer the church electronic diaries, arranging weddings, booking and appointments and setting up meetings when requested
- c. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. electoral roll, register of baptisms, marriage banns, record of fees)
- d. Order supplies for church ministry including communion supplies, etc
- e. Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the parish, (e.g. Piano/Organ Tuner and inspections, Alarm services, Fire Appliances, Boiler inspection)
- f. Maintain and keep lists of church key holders for both parishes
- g. Manage DBS applications including paperwork and safer recruitment
- h. Ensure all relevant displays with regards to safeguarding are up to date, provide administrative support to the safeguarding team, which works across the plurality, where needed

## 2. Parish communications

- a. Manage all parish correspondence, including post, e-mail, and answerphone;
- b. Assist with the production of parish publications including emails, newsletters and magazines
- c. Maintain and update both churches websites and 'A Church Near You' platforms
- d. Produce relevant and regular social media posts for both churches on various platforms
- e. Co-ordinate occasional parish mailings as and when required including electronic communications and printed items for distribution
- f. Oversee promotion of all church events in the community and within church, including producing adverts and fliers as needed
- g. Co-ordinate production of the parishes Annual Reports in preparation for the Annual Parish Meetings
- h. Liaise with PCC secretaries of both parishes as and when needed regarding agendas, minutes and meetings
- i. 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
- j. Provide administrative support to the Vicar for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.

## 3. Administrative Support for Worship

- a. Provide administrative assistance to the Vicar and worship team
- b. Ensure the accurate production of orders of service, service sheets and live streaming resources as and when required.
- c. Maintain and coordinate rotas for worship including intercessions, readers, lay assistants for communion, sides-persons, welcomers for both churches
- d. support the vicar in production of quarterly rotas for leading and preaching in both churches
- d. Manage copyright licence applications and requirements
- e. Coordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism (e.g. bells, organist, verger, hall, invoicing, baptism card, candle etc)

## Person Specification

Requirement	Essential or desirable?	How assessed
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working in a similar role</li> <li>• Experience of church ministry/mission</li> </ul>	Desirable	Via CV and interview
	Essential	Via reference and interview
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of church worship/ministry</li> <li>• Knowledge of the Church of England – worship, ministry and structures</li> </ul>	Essential	Via CV and interview
	Desirable	
<b>Skills and competencies</b>		

<ul style="list-style-type: none"> <li>• Excellent interpersonal communication skills – written and oral</li> <li>• Strong attention to detail</li> <li>• General office and clerical skills</li> <li>• Confident IT skills and literacy. Proficiency with using Microsoft Word, PowerPoint and Excel.</li> <li>• Ability to use social media and website programs confidently</li> <li>• Strong planning skills with ability to work autonomously and manage workload</li> <li>• Excellent organisational skills</li> <li>• Ability to work flexibly, including possibly some evenings</li> <li>• Ability to work to deadlines and to work well under pressure</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Via CV and interview</p>
<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Experience of dealing with matters of confidentiality, being able to show sensitivity with compassion</li> <li>• Ability to make decisions and take initiative</li> <li>• Motivated to deliver high quality output</li> <li>• Ability to manage the unexpected</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Via reference and interview</p>