

Christ Church Summerfield



64 Selwyn Road, Edgbaston, Birmingham B16 0SW (Vicarage)

0121 454 2689

cc.summerfield@yahoo.co.uk

www.christchurchsummerfield.org

Parish Administrator & Vicar's Personal Assistant Job Description

1 Purpose and background to the post

Christ Church exists to promote the Christian faith. The post will involve participating in this purpose and therefore we want the post holder to be an active member of a Christian Church in order to support the Vicar and the church officers in their work by providing administrative and secretarial assistance. The post is being created primarily to release the Vicar from routine administrative tasks in order to focus on the pastoral leadership, ministry and mission of the parish.

The administrator at Christ Church will often be the first point of contact with both church members and the general public so we would like the administrator to have a natural, welcoming and friendly manner consistent with the Christian values of the church.

2 Tasks & Duties

- Making & receiving phone calls
- Handling enquiries to the Parish Office, whether personal calls, telephone calls or emails and where necessary, referring them on to the appropriate person
- Providing information and advice on arrangements for baptisms, weddings and funerals
- Setting up meetings and helping to organise church events
- Assisting with day to day management of the premises
- Ordering administrative and other supplies
- Managing the petty cash
- Preparing the weekly church news-sheet
- Compiling and producing a quarterly newsletter for the local community
- Ensuring that church rotas are maintained
- Managing publicity & keeping notice boards and displays up to date
- Handling hall bookings including taking payments & arranging caretaking
- To undertake other tasks at the request of the Vicar.

3 Personal Specification

This post is best suited to a person displaying the following characteristics:

- Having an ability to work on his/her own and take initiative in an accountable manner
- Having good time-management skills and the ability to prioritise tasks in a flexible manner
- Being a Christian who sees administration as part of their vocation
- Having a welcoming manner and very good interpersonal skills
- Being able to handle occasional high levels of stress
- Having a natural attention to detail
- Being able to maintain confidentiality at all times.

It is expected that the successful applicant would have the following qualifications, skills and experience:

- GCSE English language (or its equivalent) at least at Grade C, preferably above
- Office skills, and office IT skills in MS Office: Word, Outlook, Excel, Publisher and PowerPoint, also Internet Explorer and File Manager in order to handle email, correspondence, newsletters, service sheets, calendars, web research etc
- Previous PA/administrative experience would be an advantage.

4 Accountability

On a day-to-day basis, the post holder will be line managed by the Vicar, and will ultimately be responsible to the employers, Christ Church PCC.

5 Terms and Conditions

- 12 hours per week over four days but with some flexibility on both sides by negotiation as we would like the post holder to be involved in occasional evening or weekend activities
- Salary of £8.00 per hour
- The contract is subject to the satisfactory fulfilling of a six-month probationary period
- Holiday: the employee is entitled to five weeks holiday in any one year to be arranged with the line manager
- This appointment is subject to an enhanced CRB check.

If you have any further queries about the church or the role, please do not hesitate to contact Revd Pete Sainsbury (Vicar) by phone on 0121 454 2689, or by email at cc.summerfield@yahoo.co.uk.
