



## **BENEFICE ADMINISTRATOR TO THE CHURCH OF ENGLAND BENEFICE OF BRADFORD ON AVON HOLY TRINITY, WESTWOOD AND WINGFIELD**

For general information about the benefice and its three medieval churches and parishes, please see [www.htboa.org](http://www.htboa.org).

### **Overview**

The new post of Benefice Administrator will be based in the Holy Trinity Parish Office at 18A Woolley Street, Bradford on Avon BA15 1AF, but with the opportunity to work from home for some of the time. Employed by Holy Trinity PCC and responsible to the Rector, the Administrator will be responsible for serving all the administrative and organisational needs of the benefice, including oversight of the Parish Office and the production of documents. As such, they will play an important part in our mission and ministry, making it a very interesting and rewarding role. They will work alongside our Comms Officer (4 hours per week) who takes care of PR, including designing posters, responsibility for the website and social media, and *Parish News*. In effect, the Administrator will be a PA to the benefice, and so the ability to be pro-active, to see the scope for organisational improvements and to anticipate needs and actions will play a vital part.

The role is for 15 hours per week initially, but there is flexibility as to how this is spread across the week, although at least 4 hours will need to be worked on a Friday. Although there will be regular deadlines for much of the work, some is monthly, or even annual, so the hours may on occasion need to be flexibly spread. Communication with the benefice will be by Email, making this possible. And there may be scope for additional hours in the future.

### **Job Description**

Principal tasks:

- Being the focal point for parish and benefice communications
- Administrative support for clergy, lay ministers, churchwardens and PCCs
- Gathering of information, production and printing of the weekly sheets ('Bulletins') and readings for each parish
- Preparation of Diaries, Rotas, Reports and other documents as required
- Maintaining accurate records (including paperless)
- Holy Trinity events Bookings, organisation and liaison with clients

- Copying/printing all benefice paperwork (including posters and monthly *Parish News*) from the Parish Office
- Responsibility for the smooth and efficient running of the Parish office including filing, ordering supplies and care of the computer and (leased) photocopier/printer

### **Terms and Conditions**

- 15 hours per week at a salary of £11 per hour which will be paid monthly in arrears by BACS as a part of our Benefice Payroll
- 6 weeks paid holiday per annum
- No automatic sick pay and no pension
- Responsible to Holy Trinity PCC, on behalf of Westwood and Wingfield PCCs
- Accountable to and supported by the Rector

### **Person Specification**

#### *Essential*

- Experience as a PA or role with similar responsibilities
- Good IT skills, including in MS Word, Excel and Publisher – and a willingness to learn
- A good communicator, and well-organised and efficient
- A sense of thoroughness, taking a pride in their work, and with high standards in accuracy and clear and attractive presentation
- A calm manner, and the flexibility and ability to work under pressure on occasion
- An enthusiasm and sense of commitment to the task, and a self-starter
- Friendly, adaptable and with a sense of humour

#### *Desirable*

- Some knowledge and/or experience of the Church of England