



## **BRADFORD ON AVON HOLY TRINITY CHURCH JOB DESCRIPTION**

**POSITION:** **Benefice Administrator**

**REPORTS TO:** **The Rector**

**LOCATION:** **Benefice Office, Bradford on Avon Holy Trinity**

**HOURS OF WORK:** **20 hours per week flexibly arranged with 2 days per week in the Benefice office**

### **OBJECTIVE OF THE ROLE:**

**Day to day management of all aspects of the workings of the Benefice office for the Bradford on Avon Holy Trinity, Westwood and Wingfield parishes and supporting the Rector, the Ministry Team, Director of Music and Church Wardens to effectively discharge their respective responsibilities.**

### **KEY PERSONAL ATTRIBUTES:**

- **As the first point of contact for anyone emailing, writing or telephoning the churches, the person appointed must have a**

**warm, supportive, friendly and relaxed persona with good listening and inter personal skills**

- **Must be a self-starter capable of working independently for periods of time with an eye for detail coupled with the ability to manage competing priorities and deadlines**
- **Good and proven IT skills particularly Microsoft Outlook, Word, Excel and Publisher or equivalent desk-top publishing system**
- **Proven administrative skills including designing, managing and printing calendars, rotas, notices and marketing materials together with accurate recording keeping, filing and website maintenance**
- **Ideally, but not essentially, a worshipping member of Holy Trinity or other Church of England church.**

#### **KEY DUTIES AND RESPONSIBILITIES:**

- **DAILY:**
  - Effective monitoring of all answer phone messages, emails or letters addressed to the parish churches and either responding directly or forwarding the email or enquiry to the responsible person
  - Answering the telephone and either resolving the issue immediately or after liaison with the Rector or church Wardens, emailing or telephoning the responsible person with details of what action is required
- **WEEKLY:**
  - Management of the church Diary for each church and its weekly circulation to all nominated parties
  - Preparing and printing the Weekly Bulletin for each church
  - Prepare lectionary materials as required
- **AT THE END OF EACH MONTH IN ADVANCE OF THE NEXT:**
  - Update the website with details for each church of What's on in the month covering seasonal services, Sunday service times, the music and hymn lists
  - Prepare and print the rota for opening and closing Holy Trinity and circulate it to all relevant parties
  - Prepare and print the required number of copies of the music lists provided by the Director of Music for the

**following month for the Rector, Director of Music, volunteer organists and members of the Choir in accordance with the Ministry and church rotas, see below**

- **Prepare and print A3 laminated posters for service times for the month to be placed on the welcome desks with A5 copies for members of the congregation and the visiting public**

- **QUARTERLY:**

- **In conjunction with the Rector, preparation of the Ministry and church rotas for the next quarter and by month for the liturgical seasons**

- **ANNUALLY:**

- **Coordination and printing of the Annual Reports for the Annual Parochial Church Meetings (APCM) from the submissions of each of the responsible Officers across the Benefice**

- **AS REQUIRED:**

- **In conjunction with the Rector and Director of Music, printing the orders of service for Special and Memorial Services**
  - **Creating and updating posters for special events including the annual Street Market and Christmas Tree Festival**
  - **Management of a register of Policies and Procedures agreed by the PCC**
  - **Routinely update the PCC approved Terms of church Hire to be given to all third party hirers and volunteering Hosts**
  - **In conjunction with the Rector and as necessary, the PCC, management of all aspects of the hire of the church for weddings, funerals, baptisms and 3<sup>rd</sup> Party commercial events. Is also the first point of contact and day to day liaison with baptism families, wedding couples and funeral directors. Liaising with the bookkeeper on a monthly basis to ensure any overdue invoices are promptly settled**

- **Management and routine publication of the schedule of hirings including which of the volunteering hosts will support each event**
- **Maintenance of the key information for the notice boards and welcome desks of the churches**
- **Management of the Benefice office and ensuring:**
  - **in conjunction with the service provider, ensuring adequate supplies of photocopy paper are always available and the copier is in good working order,**
  - **as necessary, ordering other stationery and church supplies both for the office, the Rector and Ministry Team,**
  - **effective and accurate record keeping, filing and website maintenance**
  - **keeping the office clean and tidy and free from rubbish,**
  - **Managing the schedule of keyholders and ensuring loaned keys are promptly returned,**
  - **when necessary, assisting the Rector, Ministry Team, Director of Music and church wardens with special requests such as copying, printing and laminating**
- **Supporting the Rector and Worship Team with aspects of the administration of liturgy and orders of service**
- **Assisting the Rector as required**

#### **PERSON SPECIFICATION:**

<b>Experience and Knowledge:</b>
1. Experience of managing in a busy office and effectively prioritising and resolving multiple requests. (E)
2. Proven working knowledge of Microsoft Word, Excel and Publisher. (E)
3. An understanding of GDPR. (D)
<b>Qualifications and Training:</b>
1. GCSE Grade C or equivalent in Maths (Numeracy) and English (Literacy). (E)
2. Office Management qualification. (D)
<b>Skills and Abilities:</b>
1. Must be able to work independently and be self-motivated. (E)

2. Have a warm, open and flexible persona and be able to effectively handle competing priorities and deadlines. (E)
3. Be a confident communicator both verbally and in writing. (E)

**Personal Qualities and Attributes:**

1. Be a real team player. (E)
2. Be organised, punctual and efficient. (E)
3. Show confidence. (E)
4. Be resilient and be able to work under pressure to manage competing priorities and deadlines. (E)
5. Maintain confidentiality. (E)
6. Enjoy working with people. (E)
7. Be flexible and possess the ability to work unsupervised for extended periods. (E)
8. Be willing to undertake further training. (E)
9. Share a sympathy for working in a Christian environment and sharing its teachings. (D)

**(E) Essential**

**(D) Desirable**

**ANNUAL SALARY:**

**A salary of up to £15,000 plus benefits will be paid depending on qualifications and experience.**