

St John the Baptist Shenstone

Job Description – Administrator

Purpose of the Job – to provide and to coordinate administrative support for St John the Baptist Shenstone and St Peter's Church Stonnall

Responsibility links

Reports to the Incumbent.

The post holder will be expected to coordinate the work of volunteers.

Location

The postholder will initially be based in the Vicarage at Shenstone. Occasionally the post holder may need to visit and work from other locations.

Special Conditions;

On very rare occasions, the postholder may be expected to be able to work at the weekend and in the evening.

The post holder will be required to maintain DBS clearance

Main Activities

To undertake the range of office and administrative tasks including;

- To provide word processing for the clergy and other staff and to assist with correspondence including email
- To answer the telephone, take messages and ensure that these are passed on appropriately and promptly
- To be a point of contact, in person, by telephone or email for enquiries from the community, including contact in relation to occasional use of the churches and their facilities, such as weddings, baptisms and funerals; to liaise with funeral directors etc; to sign post other enquiries as appropriate
- To receive visitors, both those attending a meeting or event and other informal visitors, greeting them professionally and courteously, offering assistance and other hospitality as appropriate
- To maintain and keep up to date office records, including details of telephone calls, emails and correspondence
- To maintain records and documentation for the church
- To provide assistance, appropriate to the post, in relation to church activities and events, to include the production of the weekly newsletter.
- To prepare service content as required ready for Sunday services, to include preparation of service material for electronic display
- To assist with duplication and distributing of agendas, minutes and other papers for PCC and other meetings
- To manage diary commitments for the clergy
- To take bookings for the churches, maintain an up to date schedule of services and all other events.
- To assist with the maintenance of St John the Baptist webpage and FaceBook page
- To assist the Treasurer with day to day book keeping
- To assist with the preparation of service rotas
- To assist with matters arising from the preparation, publication and distribution of the Parish magazine, including invoicing advertisers and ensuring payment is received.
- To assist the Church Wardens with their statutory duties
- To act as an ambassador for both churches
- To undertake other duties consistent with the purpose of the post, and appropriate to the post, as may be required by the Incumbent.

Key Contacts will be

Clergy for both churches

Churchwardens

Members of the PCC

Members of the congregation

Members of the Public

Funeral Directors