

PA to the Rector and ADMINISTRATOR for the Beacon Mission Community of Ipplepen with Torbryan, Denbury, Broadhempston and Woodland

JOB DESCRIPTION

Reporting to the Rector (line manager), you will:

1. Support our mission community's activities and vision

Act as an ambassador for the Christian identity of the Mission Community, assisting the Rector and churchwardens in ensuring this is positively promoted.

2. Mission Community communications

- act as first point of contact for all enquiries and ensure they are dealt with politely and professionally and followed up with appropriate action
- manage incoming communications and where required pass on to the appropriate person
- input routine updates to the website
- administer the central diary for the mission community
- assist in the editing and reproduction of mission community printed materials
- provide administrative support to the Rector in matters relating to baptisms, weddings and funerals
- reproduction of accounts and reports for parish Annual Parochial Church Meetings

3. Administrative and practical support for worship

- reproduce and distribute materials for worship, including new service booklets as required
- reproduce and distribute rotas for services organised by the Rector and volunteers, and update as required

4. Financial administration

Many of these tasks are undertaken by our current treasurers. However there are related support tasks including:

- raise invoices for works carried out where necessary
- all financial administration regarding wedding, funeral and memorial fees, including the calculation of the above
- collation of the Rector's and others expenses and presentation to the appropriate treasurer for payment

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5. Building maintenance and development

Where necessary, act as first point of contact for volunteers, contractors, (this may include contacting contractors both for emergencies and maintenance), as directed by the PCCs and/or buildings & finance committees

6. Office management and general administrative services

- order stationery supplies where necessary
- miscellaneous photocopying as required by the Rector and other authorised church volunteers
- issue keys to those needing them for occasional duties in church (e.g. contractors & tradesmen) and supervision of the key register

7. DBS Safeguarding/Safer Recruitment practices

- assist the Rector, Churchwardens, Safeguarding Officers and PCC's in complying with Diocesan Safeguarding policy
- check documents as required to enable the Diocese of Exeter to process DBS checks for church volunteers/employees and enter necessary details on DBS/diocesan websites

8. Data Protection

Ensure secure storage of personal data & information, in accordance with current legislation and diocesan guidelines

9. Location

The PA/Administrator will be based at the Church Office, St. Andrew's Church Hall, Church Path, Ipplepen.

There may be occasions when you are expected to undertake other duties not normally associated with your role. Please note that the PCC will only require you to transfer to other duties that are within your reasonable skill/competency.

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PERSON SPECIFICATION

(Essential - E; Desirable - D)

Knowledge/experience:

- proficient user of Microsoft software packages such as Word, Excel and Outlook (E)
- experience in a responsible administrative role (E)
- experience of a “front of office” role, dealing with enquiries in person and by phone (E)

Skills, Abilities & Personal Attributes:

- able to contribute to a welcoming environment for visitors and church members, and be a careful listener (E)
- able to form and maintain good working relationships with the Rector, other staff and volunteers (E)
- able to communicate effectively with a wide variety of people in a professional manner: face to face, on the telephone, via email and in writing (E)
- able to use spreadsheets to record data, and basic numeracy (E); able to accurately use spreadsheets to manipulate data (D)
- able to upload material to a website or social media (E)
- able to prioritise your workload and to work effectively on own initiative (E)
- able to deal with confidential information appropriately (E)
- willingness to undertake training required for the role (E)
- a sympathy with the Christian faith (E)