

EASTLEIGH PARISH

Administrator and Communications Assistant Role Description & Person Specification July 2023

Purpose of Role

1. To enable the office to be physically open at certain times and for specific office-based tasks to be completed.
2. To complete administrative/secretarial tasks for the Vicar, including admin of Occasional Offices (weddings, funerals & baptisms).
3. To help & support Sue with general administrative/operations/workforce/admin tasks.
4. To help ensure that all EPC's legal/obligatory paperwork is covered (for example, CCLI reporting, and Safeguarding admin).
5. To actively pursue new hall hirers, thus generating increased income for EPC.

Also;

6. In the future, to take on the hall bookings coordinator role.
7. If helpful, to take on some financial tasks in conjunction with the Treasurer Team, e.g. banking payments.

Remuneration

£22,000 per annum (pro rata) – pay rise to follow satisfactory completion of probationary period.

Hours

12 hours per week.

Expectations

It's important to note that this role will require a certain level of flexibility. For example, should a church member volunteer time/gifts that would help achieve the aims of the paid role, it would be of benefit to EPC for the paid worker to hand those tasks over to the church member and to concentrate on other tasks instead.

ChurchSuite will be used on a regular basis in this role. The successful applicant will need to go through ChurchSuite training in order to be able to make best use of that application.

Priorities

This section will fill in some detail behind the stated purposes above. This detail is descriptive and not exhaustive. It should be noted that whilst this may appear to be a long list, few tasks are daily or weekly tasks. When seen in the context of a month or longer, this is a realistic description of likely tasks that need to be completed:

The following list prioritises the work that the admin/comms assistant is to carry out:

- 1. Man the office at regular times and operate the general office functionally.**
 - a. sort mail and post boxes

- b. answer the phone
 - c. run the office@ ... email
 - d. ensure the noticeboards (internal and external) are current, tidy and mandatory information displayed
 - e. keep our welcome area tidy and in order
 - f. complete paper & electronic filing
 - g. manage and order office stationary and other general equipment when needed
 - h. making sure that essential office equipment is functioning and ready to use (e.g. printers, laptops, laminator etc.)
 - i. CCLI reporting and other mandatory paperwork that may need submitting
 - j. process Safeguarding/DBS paperwork
2. **Play an integral part in the management of ChurchSuite thus assisting the smooth running of EPC activities and systems and enabling effective communications within our church family.**
- a. This includes gaining a thorough understanding of ChurchSuite in order to be able to operate all the modules, and;
 - b. Being able to help others to engage with it
3. **The administration of Occasional Offices (Banns, Marriages, Funerals and Baptisms).**
4. **To be an integral part of our communications team in delivering effective wider communication on behalf of EPC including social media.**
- a. This will include: preparing and printing Outlook (our weekly news sheet); ChurchSuite updates; managing noticeboards; updating information on our website; preparing/printing posters; organising banners; social media posting; updating 'A Church Near You'
5. **To assist the Vicar and chair of operations in a variety of different administrative tasks.**
- a. This will include: Photocopying; printing/preparing printed materials such as booklets for services & Outlook; preparing for services, meetings, and courses; setting up meetings/events; and similar tasks.
6. **Other tasks as directed by the line manager.**

In time, further priorities will include:

- 7. **To actively pursue and advertise for new hirers for our church buildings.**
- 8. **Run our hall hire booking system.**
- 9. **Potentially taking on some financial tasks (possibly some basic banking transactions and payroll tasks).**

Person Specification

Below is a description of the preferred candidate for this post:

Essential Characteristics of Successful Candidate	
1	Polite & personable nature with good communications skills
2	Excellent timekeeping, personal management, and organisational skills
3	Able to work well both in teams and alone

4	Able to both give & receive instruction
5	Able to both give & receive helpful feedback
6	Highly competent use of electronic media, incl. desktop publishing & social media; familiar with Microsoft Office
7	Good standard of written and spoken English
8	Able to prioritise
9	Sympathetic to the ethos of Eastleigh Parish Church and willing to operate within that framework (<i>ethos statement is included at foot of this document</i>)

Desired Characteristics of Successful Candidate

1	Good awareness of issues surrounding health & safety in the context of public-facing activities
2	Good understanding of CoE structures/systems (parish, deanery, diocese, etc.)

Oversight and Line Management

The administrator will be working principally with the Vicar and Sue Fletcher. Your line manager will be Sue Fletcher.

Important Notes

1. This post will be based at the All Saints' church building (Desborough Rd. SO50 5NH).
2. A computer will be provided for your duties.
3. A permanent appointment will be subject to satisfactory completion of a 3-month probationary period.
4. One month's notice may be given in writing by either party.
5. Regular reviews will be conducted to help inform the ongoing development of the parish church and this role.
6. Subject to advice received from Winchester Diocese, the successful candidate may need to successfully complete a DBS check.

Ethos of Eastleigh Parish

"The Benefice of Eastleigh (in the Church of England Deanery of Eastleigh and Diocese of Winchester) is part of the One, Holy, Catholic and Apostolic Church, worshipping the one true God; Father, Son and Holy Spirit.

The Benefice of Eastleigh professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation.

All activities and operations of The Benefice of Eastleigh will adhere to this ethos."

Applications

To have an informal conversation about this post, please call the Vicar (Ian) on 07809 668 118.

To apply, please send your CV with a covering email explaining why you'd like to be considered for this post to ian@eastleighparish.com.

