

## **Job Description**

**Job Title**            **Church Administrator & Digital Communications**  
(27.5 hours a week)

**Responsible to**   **Vicar**

## **The Role**

This job supports the overall administration of the work of St. Paul's Church Crofton and includes the following areas:

- 1) To be the Vicar's Personal Assistant and Church Administrator
- 2) To provide administrative service to the whole Staff Team and the church Volunteer Team
- 3) Hall lettings and administration thereof.

## **Key Responsibilities**

- Support the Vicar in the administration of the Church, Sunday services and occasional services, e.g. baptisms, weddings, funerals, internments.
- Support the Staff Team in the production and editing of documents, emails, letters and reports.
- Production of presentations required for the weekly services and other seasonal services (including the production of special resources for such services) on the appropriate software e.g. Proclaim, Publisher.
- Preparation and production of weekly and monthly newsletters and magazine, service sheets and posters, including displaying them where appropriate.
- Keeping the church open during office hours, greeting visitors, answering the telephone, and maintaining an excellent public interface on behalf of St Paul's
- Maintain email distribution lists for the church, ensure that communications and supporting documents are sent in a timely manner, fully compliant with GDPR.
- Manage the hall bookings, keeping an up-to-date calendar and liaising with the public about bookings, organising deposits, payments and after hire checks.
- Managing electronic diaries used by different groups and updating other paper diaries, logs and registers etc.
- Maintaining and update the church's Copywriting and Music Licence, including associated tasks.
- To support the Youth and Children's workers as and when required with administration of the following
  - the promotion/communication of programmes
  - to communicate with and support volunteer leaders (including Student Leaders
- Liaison with volunteers and the staff at the Pre-school.
- Attend weekly staff meetings as appropriate and take minutes or action points as needed.

- Take responsibility for specified tasks such as ensuring registers for groups are centrally maintained and in agreement with the Youth and Children Co-ordinator, Health and Safety in all areas of work and to contribute to risk assessments, as necessary.
- To facilitate and oversee the documentation side of residential and trips organised by St. Paul's that are off site and agreed with Vicar, including the Risk assessments, Health & Safety Checks and the general planning and preparation required to undertake these activities.
- Liaising with and assist relevant teams to procure content for internal or external communication via the church website and social media platforms, ensuring content information is kept up to date.
- To use appropriate social media mediums for communication e.g. emails, event bookings, social media campaigns etc., assist in data collection on different platforms to help identify areas of development and change in relation to communication, for the organisation.
- Undertake any other duties in line with aims of the role and in discussion with those they are responsible to.

### **Personal attributes & strengths**

- Administrative professional able to bring flexibility, efficiency and initiative
- Able to set priorities, good time management and organisational ability
- Attention to detail, good forward planning and problem-solving skills
- Ability to work independently and part of a team, collaborate well with others, natural relationship builder
- Good understanding of digital communications tools across social media platforms
- Able to maintain confidentiality

### **Key skills**

#### Essential

- Excellent written and verbal communication skills
- To perform this job successfully the candidate must also be proficient in the full suite of Microsoft Office
- Experience in and good knowledge of social media, website administration, email systems, publication layout and design. Some technical skills can be acquired on the job through training e.g. specific worship presentation software

#### Desirable

- Experience of using Microsoft Publisher, WordPress (or similar)
- A sympathetic understanding of the Christian faith.

Salary: £11.80/hour, 5 days a week (27.5 hours) with holiday entitlement

This is an office based role at St Paul's Church Crofton.

An enhanced DBS check is required to be in place before undertaking this role.

Closing date: Thursday 21<sup>st</sup> April 2022

Interviews: Thursday 28<sup>th</sup> April 2022

If you are interested in applying for this role, visit our website; [www.stpaulscrofton.org.uk](http://www.stpaulscrofton.org.uk). Please return completed application form with a CV and/or Cover Letter to [jobs@stpaulscrofton.org.uk](mailto:jobs@stpaulscrofton.org.uk). Only CVs and/or Cover Letter submitted with a completed application form will be considered.