

holy trinity west bromwich

Vicar: Rev Neil Robie, Holy Trinity Vicarage, 1 Burlington Road, West Bromwich B70 6LF
Email rev.robby@btinternet.com Tel: 0121 525 3595

Job Description

POST : Parish Administrator

HOURS : 5 hours per week, flexible over 2 or 3 days
(between Monday to Saturday – to be mutually agreed)

HOURLY RATE : £7 per hour (£35 per week) for 48 weeks – annual
review

LOCATION : Holy Trinity church hall & at home

RESPONSIBLE TO : Vicar

CLOSING DATE: 23rd July

OVERALL OBJECTIVE :

To provide an efficient secretarial and administrative support to the Church, Vicar, and to the Leaders of other parts of the life and ministry of Holy Trinity Church, this being updated and expanded as the Church grows, with confidentiality being maintained at all times.

To reduce the secretarial and administrative demands on the clergy and others in order to release them to concentrate on growing the church and ministering to the congregation.

RESPONSIBILITIES / DUTIES :

1. To work within the Christian ethos of the Church and its leadership (see vision statement).
2. To process incoming and outgoing correspondence on a weekly basis; communicate with appropriate church members, replies, filing.
3. Act as Vicar's Secretary: e.g. Attend weekly staff meeting, keep Church Diary, communication with relevant church members.
4. Word-processing / Desk Top Publishing: This to include (but not exclusively): rotas, posters, flyers, welcome packs, new comers cards and register, to-do lists, team sheets and others as required.
5. Provide secretarial support for the church in preparation for Parochial Church Council and other meetings including processing and distribution of Agendas, Minutes, Reports etc; preparations for Annual Parish Church Meeting and subsequent records, paperwork etc.
6. Maintain baptism and marriage registers and records.
7. Assist with publicity and communication and co-ordination of church events and activities including leaflets, posters, invitations for special services and events, mailings etc.
8. Photocopying as required.
9. Undertake any other duties which further the overall objectives of the position.

This post will be subject to an enhanced status CRB check.