

The United Benefice of St Michael's Church, Lichfield and St John's Church, Wall

Parish Administrator

Information for applicants

Thank you for your interest in the Parish Administrator role in the United Benefice. This document includes some information about the life of the church, job description, person specification, key terms and conditions and information about applications.

We wish to appoint a person to work 16 hours per week. The purpose of this post is to provide reliable, friendly and effective administration to support and enable the growing of God's Kingdom at St Michael's and St John's. Requests for flexible working are welcome.

St Michael's and St John's have active and committed congregations of all ages, with an emphasis on welcome, accessibility and inclusivity, and a strong and developing pattern of community engagement. We are part of the Diocese of Lichfield within the Church of England, and have good relationships with many churches locally. The life of our Benefice community includes weddings, baptisms and funerals, Sunday services, activities for all ages, looking after our buildings and churchyards, and fundraising.

More information about the United Benefice is available at stmichaelmaryjohn.org.uk

Job Description

Areas of responsibility include:

- Managing the day-to-day functions of the office
- Responding in a kind and welcoming manner to the benefice phone-calls, emails, and post
- Coordinating with the Rector
- Updating the Benefice website and Facebook page
- Preparing, formatting, and printing documents, including weekly pew sheets and the monthly parish magazine.
- Verifying ID for DBS checks and keeping a register of safeguarding training
- Responding to queries from the general public and those linked with the benefice already
- Providing administrative support for weddings, funerals, baptisms, and bookings.
- Preparation of invoices and management of petty cash.
- Coordinating with others on tasks to support church life and mission.
- Buildings liaison with wardens, assistant wardens and visiting contractors.

Person specification		
	Essential	Desirable
Effective communication skills	Yes	
Ability to prioritise and work to deadlines	Yes	
Ability to work in a team	Yes	
Ability to work independently	Yes	
Working knowledge of MS Word	Yes	
Working knowledge of MS Publisher		Yes
Design skills		Yes
Website and social media skills		Yes
Experience of volunteering/working with volunteers		Yes
Understanding of Parish Churches and their dynamics		Yes
Empathy with Christian mission	Yes	

Summary of Main Terms and Conditions:

- 16 hours per week, worked over at least 3 days
- Pay of £12 per hour, paid in arrears by BACS (we are committed to paying the national real living wage)
- Five weeks annual leave per year plus bank holidays.
- There will be a six-month probation period.
- Applicants must have the right to live and work in the UK.
- The Parochial Church Council will be the employer and the Church Wardens will be the line managers.

Applications

To apply, please contact The Revd Dr Abbie Walsh at rev.abbie.walsh@gmail.com for an application form.

Completed application forms, including contact details for two referees must be sent to rev.abbie.walsh@gmail.com by 5pm on Friday 31st May 2024.

Informal enquiries can be made by email via rev.abbie.walsh@gmail.com or 07395 500745.

Applications close at 5pm on 31st May with a view to advising shortlisted candidates no later than 3rd June.

Shortlisted candidates will be invited for interview on 6th June.

St Michael's and St John's are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.