



# Communication and Administration Officer

## Key Information

### About the Post

Hours per week	16
Salary	£10,690 per annum
Workplace	Church office at All Saints Church Allesley

### About the Church

We are a friendly, mid-sized church with a congregation of around 100 people (including children and young people) across our weekly services. Our church values are: simple, gentle, connected. We aim to keep our life simple and appreciate our everyday faith. We seek to be gentle with ourselves, one another and wider community as we journey graciously in faith together. We focus on connecting with God and one another in all that we do and aim to build and develop the connections we have to the wider community. We are a community desiring to be welcoming to all and seeking to engage more fully in the life of our parish and surrounding community too.

### About the Job

#### **Occasional Offices**

A significant point of connection between the church and community is our occasional offices or life events ministry, which would be greatly supported by this role. At present we have an average of 5 weddings, a small but growing number of blessings, around 40 funerals and burial of ashes services and around 10 baptisms (both adults and children) each year. This is an area of ministry that we hope to grow in coming years. We are looking for somebody who can help develop this ministry, particularly by improving efficiency in our occasional offices administration and helping with publicity and communications for these services. We are beginning to use the Church of England's Life Events Diary and would value whoever takes up this post exploring how we can use this to its full potential.

We have 4 different spaces for burials; a woodland burial which is open, a churchyard extension which only has space for those with faculty reservations, the churchyard around the church building which is full apart from interment of ashes into existing graves and a garden of remembrance for burial of ashes near the church.

#### **Hall Bookings**

Another key point of connection between church and community is our church hall and we would love to make more of this both to develop missional relationships and increase our income. At present the regular hall users are:

- Monthly beekeepers group

- Weekly buggy fit class
- Two weekly church run toddler groups
- Weekly yoga class
- Weekly pilates class
- Weekly church led bereavement group coffee morning
- Monthly music group rehearsals

We have some one off or ad hoc bookings too, but would love to have the hall used more regularly and develop the connections that are already there, and this would be a key dimension to this role.

### **Communications**

A good word to describe who we are as a church is 'invitational'. We want to invite people to find community, grow in faith and receive the love of God and want to share this invitation widely. We are looking for somebody who can help us do this particularly through improving our online presence including social media, and helping us to think about how we can reach our community in a variety of ways.

### **Safeguarding**

We are passionate about ensuring this church is a safe place for all and take our safeguarding responsibility seriously. A dimension of this role is assisting our Parish Safeguarding Officer in taking responsibility for administration surrounding safeguarding and liaising with them and the Rector.

### **Church Administration**

The final part of this role is to support the Rector, Churchwardens and PCC in ensuring the smooth running of the church and particularly taking administrative tasks on to free up the time of the Rector and Churchwardens to allow them to have capacity to fulfil their duties in the mission and ministry of the church and parish.

### Application Process

If this role interests you please read through the job description and person specification and complete the application form returning it to [revlizzyholland@gmail.com](mailto:revlizzyholland@gmail.com) or Rev'd Lizzy Holland, The Rectory, Allesley, CV5 9EQ by Tuesday 11<sup>th</sup> April at midnight. Shortlisting will happen by the following week and interviews will be on the evening of Wednesday 26<sup>th</sup> April.

If you have any questions please do not hesitate to get in touch with Rev'd Lizzy, our Rector, either via email ([revlizzyholland@gmail.com](mailto:revlizzyholland@gmail.com)) or phone (07377449873).