

JOB DESCRIPTION

NAME	
JOB TITLE	Communications and administration Officer – All Saints Church, Allesley
SALARY	£10,690 per annum
HOURS OF WORK	<p>16 hours of work per week, Monday to Friday, Core hours 10am-12.00 noon, Monday to Friday.</p> <p>6 flexible hours over the five days to be confirmed with successful applicant.</p> <p>The applicant may be asked to work the equivalent of four days per annum in the evening or at the weekend to support events such as Wedding Evenings to promote the use of the church and/or hall. Hours worked would be covered by the flexible hours.</p> <p>All hours to be worked in the church office at All Saints Church, Allesley.</p>
REPORTS TO	Rector on behalf of the Parish Parochial Council (PCC). The PCC (the Trustees) employ staff working for the Church

RELATIONSHIPS	<ol style="list-style-type: none"> 1. Work is managed by the Rector but supported by a member of the PCC who is appointed to supervise the applicant, managing sickness / holiday absence answering employment queries and completing regular appraisals. 2. Reporting to the Parish Safeguarding Officer providing administration support and working together to promote safe practices. 3. Works closely with the other members of the staff team 4. Liaises with Churchwardens, and those with oversight and other leadership responsibilities.
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ROLE DESCRIPTION	To ensure that the communication and administration functions support the ministry and mission of All Saints Church, Allesley. The main responsibilities will be to support the Rector coordinating and developing communications, partnership working and overseeing the administration of the church and associated facilities. The role will be based on church premises, but may require meeting members of the Allesley community, e.g. the school who make use of the church for services periodically.
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KEY RESPONSIBILITIES / ACCOUNTABILITIES	<p>Communications</p> <ol style="list-style-type: none"> 1. To be the main point of contact for enquiries and questions. 2. Manage correspondence / e-mail, directing copies of those relevant to Rector, Churchwardens, and Treasurer as appropriate. 3. Having an awareness of the Rector's diary and commitments /appointments, planned absence i.e. PCC and Synod dates, training courses, retreat, holidays. 4. Develop and extend the current social media presence of the church in the community using Facebook, Instagram, tagging on twitter. To include creating and ordering flyers for special events 5. Update notice boards with relevant and appropriate information informing the community about the life and love of the church. Update links to the QR Code on different noticeboards so that users are directed to the appropriate area of the website 6. Working alongside others to maintain the existing Church web-site, ensuring information is up to date and relevant. 7. Responsible for Focus weekly newsletter, production and distribution by e-mail
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	<p>Baptism's Weddings and Funerals</p> <ol style="list-style-type: none">1. From initial enquiries, to support the Rector in managing appointments, applications, ID confirmation, certificates, dealing with fees, liaison with all appropriate individuals. Review current systems with a view to implementing improvements and efficiencies2. Maintain records and registers to ensure they are up to date and accurate. In relation to burials assist the Rector to mark out new graves using the maps3. Co-ordinate follow up activities e.g.1st Anniversary of Baptisms / Marriages, Tree Planting, Update Book of Remembrance, notify Bereavement Group and Web Editor- <p>.</p> <p>Safeguarding</p> <ol style="list-style-type: none">1. To Support the Parish Safeguarding Officer (PSO) who will monitor Safeguarding Dashboard which identifies current level of compliance and identifies future activities to be completed.2. Maintain DBS Records, co-ordinate new applications, ID checks, renewals,3. Organise safeguarding training, either on line or by liaison with Diocesan trainers.4. Work with PSO on Diocesan surveys as required.5. Sending out relevant information for the safer recruitment process6. Provide documentation for safe recruitment-activities and maintain records,7. Providing PSO safeguarding statistics for reporting at PCC by PSO8. Work with PSO to ensure any updates, new policies and documentations are on noticeboards in hall and freely accessible. <p>Administration</p> <ol style="list-style-type: none">1. Attend regular staff meetings with Rector, staff team and others as appropriate.2. Maintain and develop clear Standard Operating Procedures on the shared drive incl. specimen documents to ensure consistency of service.3. Manage purchasing of office supplies, update printer logs etc.,4. Manage ad hoc purchases e.g. palm crosses, baptism books, candles.5. Load services on the computer for each Sunday - new software6. Update CCLI re songs in 10.00 and 6.00pm services, process licence fee.7. Ensure availability of sufficient number of service sheets when required.8. Manage and develop GDPR spreadsheet, distribution lists etc.,9. Promote awareness of hall hire, linking with appropriate people / organisations in the community to increase use. Manage hall hire bookings, fees and checking hall booking conditions have been met,10. Managing additions to Electoral Roll, notifying PCC periodically, noting deletions annually and reporting current number to APCM. Assist with documentation at five year intervals to create a new Electoral roll.11. Supporting the Rector, church wardens and staff team with other ad-hoc activities as and when required.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRED
THE CANDIDATE	The job holder will be motivated, show initiative and independence combined with the presence and credibility to deal with the public, suppliers and members of the church	
SKILLS, QUALIFICATIONS AND EXPERIENCE	<p>Minimum 5 GCSE incl. English/Maths Grade C</p> <p>At least 3 years' experience delivering a full range of administration /support services</p> <p>Strong IT skills;</p> <p>Microsoft Office – Outlook, Word, Power Point, Excel</p> <p>Good working knowledge of current social media</p> <p>Will embrace flexibility, change and development of the role</p>	<p>Experience of working in the support function in a church or Christian charity.</p> <p>Willingness to learn and develop new skills and fully utilise transferable skills</p> <p>Willingness to adapt and expand new social media packages as they continue to develop and innovate</p>
PERSONAL ATTRIBUTES	<p>Excellent communication skills both written and oral.</p> <p>Willingness to uphold the values and vision of the church</p> <p>Ability to develop relationships both within the church and externally with contacts, etc., demonstrating tact, discretion and confidentiality as required.</p> <p>Attention to detail, ensuring that tasks are completed accurately and consistently meet high standards.</p> <p>A completer finisher where work is completed efficiently, and deadlines are met calmly and effectively.</p>	<p>Good organising skills and ability to respond and be flexible to the needs of different people.</p> <p>Flexible interpersonal skills with the ability to support the Rector, Staff Team and PCC where necessary.</p> <p>A self-starter who can work with initiative and with a level of personal independence, coupled with a willingness to ask questions to ensure a full understanding of requirements.</p>

EQUAL OPPORTUNITIES EMPLOYMENT STATEMENT.

It is All Saints policy to provide equal opportunities for all employees in relation to recruitment, training and promotion. Decisions in these areas will be made only by reference to the requirements of the job and shall not be influenced by any consideration of ethnic origin, religion, sex, age, sexual orientation or disability.