



# The ABC Churches

## Following Jesus Together

**Askham Bryan, Bolton Percy, Colton and Copmanthorpe**

### **PA to the Vicar and Churches Administrator**

12 hours a week including entitlement to 4 weeks paid leave pro rata. Remuneration £14.00 per hour plus optional membership of Church Workers Pension Fund administered by the Church of England Pensions Board with 3% Employee:5% Employer Contributions. Training will be given as required and the role includes membership of UCAN (UK Church Administrator Network). There will be a three-month probationary period, after which the role will be reviewed with the post holder and, if appropriate, made permanent.

**Closing date for applications is midnight Sunday 27<sup>th</sup> January 2024 and interviews will be held on Friday 2<sup>nd</sup> February 2024 at the ABC Churches Hub, St Giles Church, Church Street, Copmanthorpe, York YO23 3SE.**

### **Job Description**

#### **Objectives**

1. To support the Vicar of the ABC Churches and other team members in ministry as well as administrative duties.
2. To run the Office based at St Giles' Church Copmanthorpe (Church Street, YO23 3SA), operating as a friendly and welcoming contact for the Churches, ensuring excellent information flow between the clergy, other staff, members of the PCCs, parish volunteers and external agencies, and providing appropriate administrative support.
3. To offer a listening ear to those who call at the office and direct people to the most suitable person for further support or assistance.
4. To develop and maintain the administrative system needed for the Parishes to function efficiently and smoothly.
5. To provide administrative, diary and secretarial support for the Vicar, other licenced clergy and lay ministers.
6. To provide sensitive liaison and co-ordination between key players in the life of the parishes, while handling all Parish matters with appropriate confidentiality.

#### **Accountability and Supervision**

- The role is responsible to the Vicar who will act as Line Manager.
- Day to day supervision will be provided by the line manager.
- An annual appraisal will be conducted and objectives set. After the first 3 months, an additional appraisal will be conducted by the line manager, or their delegated person.

## Key skills

- Be committed to Christian values and supportive of the mission of Anglican church practice and worship
- Have excellent personal and conversational manner, with a welcoming disposition
- Be a person of honesty and integrity, who is able to work respectfully and confidentially
- Be a team-player, able to work as part of the staff team
- Understanding, knowledge and experience of Christian ministry and church organisation or willingness to learn.
- Being familiar with and willing to work within our safeguarding guidelines, overseeing the training and clearance arrangements for staff and volunteers.
- Ability to work as part of a team whilst also maintaining a self-motivated attitude and ability to work under own initiative.
- Proven organisational and administrative skills.
- Computer literate with experience of using the Microsoft Office 365 suite of programs and the flexibility to learn new software.
- Familiarity with the use of social media and WordPress website maintenance, or a willingness to learn.

## Main duties

**To be based at St Giles' Church Copmanthorpe in order to run the office for the ABC Churches, but with negotiation some home working would be possible.**

- Maintain a professional, welcoming and helpful presence.
- Deal with visitors, phone calls, post, email and other messages, and log information appropriately.
- Liaise with Clergy, Readers, Churchwardens, Musicians, Vergers, Recognised Parish Assistants, and other paid staff, officers and volunteers working on behalf of the Churches.
- Booking venues for services and meetings as required.
- Creating and sending the weekly newsletter via Mailerlite.
- Oversee the maintenance of the office equipment and IT systems including regular back up.
- Maintain adequate stationery stocks, including for Occasional Offices (Baptisms, Weddings and Funerals), general office supplies and appropriate requisites.
- Maintain adequate stock of Church Supplies, such as Altar wafers, wine, candles etc. for each church as necessary. Be a central point for ordering.
- Arrange access for maintenance and utilities of piano, organ, fire extinguisher, electrical apparatus etc. as required.
- Manage bookings of the St Giles Church Centre, including invoicing and hire agreements.

**To run the church administrative systems the tasks may include (but is not exhaustive and will be tailored to the successful candidate's abilities and ideas):**

- Dealing with enquiries and ensure baptism, wedding and funeral records are up to date, plans for the efficient execution of those occasional offices are in place liaising with the Clergy, Churchwardens, Organists, Vergers, Cleaners and other people as required.
- Preparing PowerPoints and duplicating posters, leaflets and service sheets as directed and maintaining a store of re-usable service sheets, making them available as required.
- Administering the Safeguarding requirements as per the Parish Policies and Diocesan procedures – keeping records and administering the online DBS (Disclosure and Barring Service) system.

- Preparation of Registers as directed and completing statistical information as required, including the Diocesan Return of Statistics for Mission at the end of each year.
- Preparing notices and arrangements for the Annual Parochial Church Meetings.
- Ensuring that all administrative records and Parish documentation are properly ordered and filed in keeping with GDPR.
- Maintaining our new abc-churches website (WordPress) and contributing to our social media presence.

**To provide administrative and secretarial support to the Vicar, as directed.**

## Person specification

These are the criteria we will use to select the person we want to appoint.

Criteria	Essential	Desirable	How assessed
<b>Qualifications</b>			
GCSE/NVQ or similar qualifications, including English and Maths		✓	Application form
<b>Experience</b>			
Secretarial/Administrative	✓		Application form and references
Knowledge of the Church's structures and Liturgical Year		✓	Interview
<b>Skills and knowledge</b>			
Organisational skills and attention to detail	✓		Application form, references and interview
Ability to work to deadlines, unsupervised and on own initiative	✓		Application form, references and interview
IT literate - Experience of Microsoft Office, web-based email, social media platforms & WordPress	✓		Application form and interview (including practical test)
Communication skills (phone, personal, written)	✓		Application form, references and interview
Ability to prioritise	✓		Interview

<b>Personal qualities</b>			
Tact, diplomacy, sensitivity and confidentiality	✓		Interview and references
Ability to work as part of a team	✓		Application form and references
Well organised and self-motivated	✓		Application form and references
Positive attitude	✓		Application form, references and interview
Flexible approach to work	✓		Application form, references and interview
Ability to write neatly and legibly	✓		Interview
Ability to use initiative appropriately	✓		Application form, references and interview
Supportive of Christian values	✓		Interview
Commitment to the Christian faith		✓	Interview
Willingness to undertake in-service training as required	✓		Interview

An offer of employment will only be made:

- subject to permission to work and reside in the United Kingdom; and
- following receipt of two satisfactory references.
- Completion of a Confidential Declaration and DBS clearance

The disclosure of a criminal record will not automatically bar you from appointment.