



Holyford Mission Community

The Parish Churches of St Andrew, Colyton with St Michael, Colyford, St Winifred, Branscombe, St Michael, Musbury, St Giles, Northleigh and St Lawrence, Southleigh

Role Description

Mission Community Administrator

DETAILS	
Role Title	Mission Community Administrator
Employer	The Parochial Church Council of St Andrew's Parish Church, Colyton
Reports to	The Rector and Churchwardens
Salary/Rate	£10 per hour
Contract Type	Permanent
Hours	Part-time, 16 hours per week
Annual Leave	4 weeks per year plus the statutory holidays. The Mission Community Office is usually closed during the period between Christmas and New Year and during Easter week.
Normal Place of Work	Sunday School Building, Market Place, Colyton EX24 6JS
Date of Issue	14 th December 2021
Closing date for applications	21 st January 2021

BACKGROUND

The Holyford Mission Community comprises the united benefice of St Andrew, Colyton with St Michael, Colyford, St Winifred, Branscombe, St Michael, Musbury, St Giles, Northleigh and St Lawrence, Southleigh. The Administrator plays a key part in maintaining effective communication between the churches within the Mission Community and beyond.

The Administrator is responsible for the efficient and timely discharge of their responsibilities to Colyton PCC on behalf of the Holyford Mission Community. In practice, she/he is accountable to the Rector and Churchwardens of Colyton (on behalf of all the Mission Community Churchwardens) as appropriate for any particular task. The administrator will have regular meetings with her/his line-managers.

THE ROLE

Principal tasks

- To provide administrative support to the Rector.
- To deal with incoming requests, correspondence, information and enquiries, including telephone, email, letters and visitors.
- To organise and maintain office and postal supplies
- To work with the team of volunteers who do copy typing, publicity and printing
- To attend staff meetings and Mission Community Council meetings, and take minutes
- To help produce and send out worship information including rotas, lectionaries and service orders.
- To draft weekly pew sheets, occasional orders of service, posters and leaflets to promote church activities.
- To update the website, including adding general content, creating news posts, working with images and dealing with technical issues.
- To be a focal point in the life of the Mission Community and collect news and views from the parishes, keeping in touch with the churches, their officers and the ministry teams.
- To co-ordinate diaries and events across the parishes.
- To prepare and send invitations for the Annual Memorial Service including maintaining the list of funerals and next of kin, Remembrance Service and harvest festivals.
- To liaise with Service Publications to produce and distribute the Holyford pocket diaries.
- To liaise with people coming for funerals, weddings, baptisms, confirmation, arrange bookings and inform the churches.
- To prepare marriage documents and baptism certificates and maintain appropriate records.
- To keep basic financial records of fees paid and issue invoices
- To publicise up-to-date wedding fees, prepare and send wedding invoices, check payment and liaise with the treasurers.
- To oversee the maintenance of records and returns for media licences
- To take bookings for Colyton Parish Church and Sunday School, and circulate information as required.

PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

Qualifications and training:

- A high level of computer literacy including the use of MS Word and Excel.
- Familiarity with updating websites using a content management system
- Familiarity with and sympathy for the aims of the Church of England and ideally some familiarity with the Church's structures.
- Typing to a high standard of accuracy.

Experience in:

- Maintaining an efficient information retrieval system in the office
- Ability to cope with a busy and demanding work context.

General requirements:

- A capacity to work much of the time without supervision and the ability to handle multiple tasks and work to deadlines.
- Good organisational skills.
- Ability to work independently and unsupervised.
- Ability to establish good working relationships with staff, volunteers and congregation members.
- Reliability and discretion in dealing with confidential or sensitive matters
- A capacity to identify and maintain confidentiality where and when appropriate.
- Ability to prioritise and take initiatives.

Personal attributes:

- Enthusiasm and energy.
- Welcoming, friendly and approachable manner.
- A courteous, approachable and sensitive manner in dealing with members of the public whether in person, or by email or telephone.