



JOB DESCRIPTION

Clergy Admin Assistant - Part Time

JOB TITLE: Clergy Admin Assistant

REPORTING TO: Rector

PURPOSE: The Clergy Admin Asst provides administrative support to the Rector & Associate Minister.

The primary ministry focus of the role is to support the Rector with day to day administrative tasks, diary management & email correspondence. Remaining capacity in the role will be utilised to support the Associate Minister and the wider administrative function of the church.

TASKS: These can vary from week to week but are essentially:

Clergy Support

- Meet regularly with the Rector to support diary management, respond to email and telephone correspondence and to help him relinquish any administrative tasks as appropriate.
- Take meeting minutes as required
- Prepare PowerPoint slides in support of the clergy team's teaching commitments.
- Support in preparing papers, reports and references
- Rota coordination and liaising with preachers and leaders both inside and outside the church.
- Support for Associate Minister as required.

General Administration

The Clergy Admin Asst is expected to support the general administration of the church by:

- Alongside other members of the Operations team, share in responding to email and phone enquiries, and meet and greet visitors to the church centre

Other Duties:

- Attend staff prayers and weekly team meetings
- Contribute to the wider planning discussion about church ministry, events and activity.
- Participate and contribute to regular line management meetings
- As part of the church staff team, support major church events and festivals.

- Undertake any other duties that may be reasonably required by your line manager.

PERSON SPECIFICATION – Clergy Admin Assistant

Knowledge & Experience:

Proven experience working within an administrative environment

Understanding of how a large Anglican church operates and the distinctive organisational features of the Church of England and the responsibilities of clergy.

Possess significant organisational skills

Being methodical and detail orientated, having a confidence in planning, coordinating and setting priorities

Being a flexible and committed team player

Technical Proficiency:

Proficient user of Microsoft Office suite, internet and email systems.

Familiar with the ChurchSuite management system.

Communication Skills:

Strong written, and verbal communication skills

Good and active listener

Maintaining appropriate confidentiality

Possess strong interpersonal skills and the ability to communicate effectively with a wide range of people (clergy, staff, church members, volunteers, visitors, the vulnerable – in person and in writing).

MAIN TERMS AND CONDITIONS

Contract	Permanent
Hours	12 hrs per week Monday – 4 hours Tuesday – 4 hours Wednesday / Thursday 4 hours TBC
Salary	Based on a full-time equivalent salary of £23,300-£26,800 pro rata.
Location	St Saviour's Church, Woodbridge Road, Guildford, GU1 4QD
Holidays	8.5 days per annum plus bank holidays pro rata.
Pension	You will be auto-enrolled into the Church Worker's Pension Scheme and St. Saviour's will make a contribution of 10% of annual salary.
DBS	The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure & Barring Service.

Occupational Requirements

This post has an occupational requirement for the post holder to be a Christian, and to become a worshipping member of St Saviour's church community.

Opportunities to Develop / Training:

Training will be provided to support the effective use of the church's software systems.

Additionally, the Clergy Admin Assistant will be provided with training on how to welcome, communicate with and support distressed or vulnerable visitors to the church centre.