

Alcester Minster Administrator

Job Description and Person Specification

Job Description

Overall Purpose on the job:

To administrate the shared activities of Alcester Minster, including Baptisms, weddings and funerals and to provide administrative support to the Rector

Administering the shared activities of Alcester Minster

- Production of weekly notice sheets
- Maintain data storage compliant with GDPR
- Production of the Minster Directory
- Provide administrative support for minster-wide events
- Act as secretary to Minster Council
- Respond to external and internal enquiries
- Maintain minster website and social media

Overseeing the administration of baptisms, weddings and funerals

- Receive initial enquiries for baptisms, weddings, funerals and burials
- For baptisms: oversee the application process, liaise with church baptism coordinators and ministers, organise certificate collection
- For weddings: receive enquiries, liaise with church wedding coordinators and ministers to arrange service, issue fee invoices, complete quarterly returns to Warwickshire Registry and administer wedding preparation sessions
- For funerals: receive funeral request, arrange with churchwardens, organist and ministers, and confirm fees with Funeral Directors. Oversee funeral follow-up process in liaison with the Pastoral Care Team leader
- Provide treasurer with details of wedding and funeral services

Providing administration support to the Rector

- Attend the weekly staff meeting
- Prepare quarterly service rotas in conjunction with the Rector
- Arrange meetings on behalf of the Rector
- Administer the Safer Recruitment of Volunteers application forms and organise references under the guidance of the Rector
- Take and prepare minutes at occasional one-off meetings as requested by the Rector
- Any other duties commensurate with the post as directed by the Rector

Hours, location, salary and holidays

- Weekly Hours: 17.5 hours per week (9.30-13.00 Mon-Fri) plus annual envelope of 20 hours for evening meetings
- Workplace located in Church House, Butter Street, Alcester
- Salary: £9300 per year
- Holiday Entitlement: 22 days (@3.5 hours) + Bank Holidays

Person Specification

Essential:

- Good interpersonal skills on the phone, in written communications and in person
- Proven track record of administration
- Excellent skills in using all common office based IT software
- Experience of social media and website updating
- Ability to work on own in office in the centre of Alcester
- Availability for occasional evening work for attendance at meetings
- High standard of written English to be able to edit written work for spelling and punctuation
- Good numeracy skills for finance related tasks

Desirable:

- Car Driver
- Administration qualification
- Experience of church admin
- Knowledge of the Church of England
- Member of a Minster Church
- Practising Christian