

Office Administrator
Part -Time
£20,000 - £23,000 pa (pro rata)



Welcome and thank you for exploring whether this role is for you. The Administrator plays a central part in the efficient and smooth running of our mission, worship and community life as a church.

St Barnabas is in a moment of 'reforming' and 're-envisioning' following the pandemic and a period of interregnum. I've only recently taken up my post as vicar, and I am very excited about everything that the Lord has in store for us in the future, and we are determined to be confident in God, confident in ourselves, and to be adventurous as we aspire to be a testimony to God's glory here in Bearwood.

Are you being called to join us in the next chapter of the story?

St Barnabas is a modern Anglican church with a rich heritage located in the heart of Bearwood. It is one member of three worshipping communities that form the Canford Parish group of churches; Canford Parish Church and the Lantern Church in Merley being the other two.

The area is witnessing an ongoing programme of housing development and so the community is growing and there is a great missional opportunity for us.

We are praying for you as you discern whether this is the right role for you.

Many blessings on you in Christ

Peter

Reverend Peter Myres

St Barnabas Office Administrator Job Description

Job Purpose:

This role is critical to enabling St Barnabas to fulfil its ministry and mission within Bearwood and the wider parish of Canford Magna. You will be part of a small team of paid staff and volunteers called to serve St Barnabas and help bring the good news of Jesus Christ to those in the area.

There are three key areas of responsibility;

- A) To provide **administrative** support to the ministry and mission of the church;
- B) To deliver effective **marketing and communications** to church members and the wider community;
- C) To manage the day to day working of the **church site**.

Job Tasks – Administration

1. Office Management
 - Overseeing an efficient, well organized and tidy parish office.
 - Ordering supplies and stationary.
 - Responsible for office equipment eg photocopier.
2. General administrative support to the leadership.
3. Sub – Committee Secretary (this will include dealing with confidential and sensitive information).
4. Safeguarding
 - St B Safeguarding administrator
 - DBS Verifier
5. Record Keeping – keeping all data up to date;
 - Service register
 - Baptism register
 - Key Holders register
6. Handling petty cash and undertaking the banking in support of the Treasurer.
7. Service Rota
 - Coordinating and distributing volunteer rotas.
8. Licenses – keeping these relevant and in date.
9. Manage the church planning diary.
10. **New IT infrastructure** – lead the introduction of Microsoft Teams and Church Suite in support of whole parish administrative infrastructure.
11. Liaise with other parish staff as necessary to coordinate whole parish activities and administration eg Diocesan records
12. Undertake any reasonable administrative task as requested in support of the mission of the church.

Job Tasks – Marketing and Communications

1. Design, produce and distribute flyers, posters, leaflets and other resources as required.
2. Members Database – responsible for the maintenance and accuracy of the database and the members' directory.
3. **Church Suite** – responsible for the management and upkeep of church suite once established and in use.
4. Reception - handling initial enquiries and meeting visitors.
5. Responsible for the internal and external church notice boards
6. Website / Facebook – support to Website Manager updating website content.
7. 'A Church Near You' website – updating as necessary.

Job Tasks – Church Site

1. Manage the day-to-day activity on site.
2. Manage site bookings.
3. Supplies – monitor and order as necessary.

4. Manage use of the kitchen facilities.
5. Manage distribution of keys to users.

Note – this Job Description does not form part of your Contract of Employment

Person specification:

- Be a worshipping member of the Canford Magna Churches community.
- Demonstrate initiative and be self-motivated.
- Have excellent personal organisation.
- Demonstrate excellent inter-personal and communication skills
- Show attention to detail and thoroughness.
- Be quality conscious and strive for the best.
- Be willing to undergo in service training.
- Maintain a high level of confidentiality and ensure the highest level of professionalism when dealing with sensitive matters

Skills and Knowledge

Essential

- Have relevant administrative skills and experience
- Demonstrate excellent time management
- Be computer literate. Proficient with **MS Office 2007 and above** (Word, Excel, PowerPoint) emails (with attachments) and MS Publisher.
- Have experience of organising meetings
- Have an ability to design posters, flyers and leaflets
- Be able to organise conferences and away day/week-ends
- Be able to produce meeting minutes

Desirable

- Project management experience
- Have experience in design and production of posters, flyers and leaflets.
- Have knowledge of employment law and good personnel practice
- Have experience with Microsoft Teams and Church Suite
- Hold a full driving licence

Employed by:	The PCC – 2 Chichester Walk, Merley, Wimborne BH21 1SN
Responsible to:	Team Vicar St Barnabas' Church
Key Relationships:	Other members of the clergy team and St Barnabas leadership eg church wardens, sub-committee, wider parish staff, and key workers including children's & youth workers & provide a first point of contact for 'members of the community.
Length of Contract:	Permanent fixed hours contract, with annual reviews.
	This job role has been recently updated and so will be subject to a review after 8 months to affirm that it meet the church requirements.
Workbase:	The St Barnabas Church offices at King John Avenue, Bearwood.
Work Area:	The work will take place primarily in the Church Office but may include occasional business elsewhere in connection with the role.
Hours of Work:	9am – 1pm (4hrs) for 4 days a week. 16 hours per week
Pay:	£20,000 - £23,000 pa pro-rata.

Salary is paid monthly and the PCC reviews pay rates annually.

Probation

3 months

Holidays:

Pro-rata plus Bank Holidays

Pension:

Canford Magna Churches PCC provides an employee pension through the Anglican scheme, Pension Builder 2014

Conditions of employment:

See Staff Handbook.

It is a requirement of the job that the appointee undergoes an enhanced DBS check and signs a contract of confidentiality.

It is a requirement to have a Christian faith and ideally worshipping at one of the parish churches.