

PART TIME ADMINISTRATIVE ASSISTANT

1. Job Title

Administrative Assistant to the United Benefice of Radley, Sunningwell and Kennington

2. Purpose of job

Responsible to the Rector, the admin assistant will support the clergy team and key lay members of the United Benefice of Radley, Sunningwell and Kennington in delivering a vibrant and outward-looking church which reaches into all parts of the benefice.

3. Duties and responsibilities

1. General:
 - a. Be the first point of contact for all church-related enquiries
 - b. Provide general admin support for the rector and clergy team, including:
 - Monitoring, and appropriately responding to, e-mail
 - Maintaining an effective filing system
 - Filing documents in this system
 - c. Assist clergy and lay members in developing, maintaining and communicating rotas required for general operation and maintenance of the church
2. Regular church services:
 - a. Check and bank collection monies (initially only for Radley Church).
 - b. Layout weekly hymn sheet and ensure it is printed and communicated.
3. Occasional church services (Weddings, Baptisms, Funerals):
 - a. Liaise with clergy on arranging, and maintaining records of, Occasional Services, including:
 - Maintaining an up-to-date list of currently planned services.
 - Assisting with Wedding Preparation Day.
 - b. Complete required administrative forms for these services (e.g. "green" burial form) and maintain records of burial spaces in Radley.
4. Communications:
 - a. Liaise with clergy and lay members to create and distribute posters.
 - b. Maintain, and update as needed, church web-site and other social media.

4. Skills and Requirements

Essential

1. Able to work under own initiative, and in a way which respects confidentiality at all times.
2. Are honest and trustworthy with strong interpersonal and communication skills.
3. Familiar with software such as the MS Office package, web browsers and search tools, etc.
4. Have an understanding of the Church of England and its traditions and beliefs.

Desirable

1. Familiar with Social Media software such as Facebook.

5. General Information

Type of appointment	The initial appointment will be for a year, with a notice period of 1 month
Remuneration	£10.00 / hour
Hours of work	The post is part time, 11 hours a week, with a requirement for the hours to be worked on Monday to Friday between 9:00am and 5:00pm with a minimum of 2 hours attendance on at least three days in the week.
Place of work	The benefice office is in the Church Hall which is next to the Vicarage in Radley
Holidays	Holiday entitlement is 5 weeks equivalent i.e. 55 hours / year
Pension	There will be no pension option with this position
Other	Any offer of employment will be conditional on obtaining satisfactory references.
Timing for appointment	Closing date for applications is 16 th February with interviews the following week. We hope to notify the successful candidate by 28 th February with the start date being as soon as practical after this.
More details / application form	For more information, or to request an application form, please contact the benefice office on 01235 202860 or by e-mail on rsk.benefice@gmail.com