



White Horse Team Administrator Job Description February 2026

Job Title	Team Administrator
Salary	£12.71 per hour
Hours	15 hours per week. Days and times to be agreed with the successful candidate.
Contract	Permanent
Responsible to	Team Rector
Overall purpose of the post	
<p>To support Clergy and PCCs of the White Horse Team (WHT) in their overall mission to enable and develop our congregations, reach out to the wider community and help make our Churches a meaningful and vibrant part of life in our town and villages.</p> <p>The Team administrator will provide support for the Clergy Team, liaise with other Parish Officers and support the promotion of the ministry and mission of the Team. This is a support post where many will seek your expertise across the White Horse Team.</p>	

Context in which our jobs are carried out

We want all our people to have a good working experience with us. We welcome and encourage new ideas and suggestion about what we can do better.

Our office is currently open to the public from 2.00 – 4.00pm on Thursday, by appointment.

(Times may be subject to change due to operational requirements after consultation with postholder).

The office is located in the Parish Hall, All Saints' Churchyard, Westbury.

Attendance at meetings with clergy and churchwardens is expected, usually on the first Monday of the month at 10.00 am for an hour.

Responsible to

The Team Administrator will be line managed by the Team Rector of the White Horse Team and they will be the main point of contact.

Location

The role can be based in the Team Office located in Westbury Parish Hall, but we are open to a flexible hybrid working arrangement. This will be discussed with the candidates.

Working with

There is a Rector's PA whose role is to support the Team Rector. Areas of work should not overlap but the Team Administrator will need to maintain a positive working relationship and liaise with the Rector's PA.

	Key responsibilities	Details about the nature and scope of the role
1	Help in the effective running of routine parish activities	<p>Act as the first point of contact for enquiries from the congregation and the public both in person, by phone and email.</p> <p>Take bookings for baptisms/marriages/funerals and liaise with Clergy and others as required.</p> <p>Take bookings for the Parish Hall.</p> <p>Maintain the joint office calendar.</p>
2	Support to the Clergy	<p>This includes being proactive in annual and routine administration meetings, liaising with the Clergy, Churchwardens, PCC Secretaries and Treasurers, Organists and Vergers.</p> <p>Preparing documents, reports, service sheets etc.</p> <p>Circulating documents as appropriate, following up action points, note taking as appropriate.</p> <p>This does not include acting as formal Secretary to PCC meetings and committees.</p>
3	Preparation for Church services	<p>Prepare weekly notice sheets and distribute, including weekly collects and readings.</p> <p>Prepare any other items required for the smooth running of all services as requested by the Clergy or Churchwardens.</p>
4.	Communications	<p>Update the <i>AChurchNearYou</i> website (the Team's main web presence) if required.</p> <p>Support the leadership team by looking at new ways to improve communications with the congregations.</p>
5	Church Administration	<p>Maintain record of fees collected for the White Horse Team and liaise with Treasurers.</p> <p>Prepare registers and certificates for baptisms and weddings.</p> <p>Collate and print the Annual Reports for each parish in collaboration with the PCC Secretaries.</p> <p>Maintain and update church records as required.</p>
6	Finance and office administration	<p>Manage petty cash for the office.</p> <p>Order supplies for office, cleaning material with cleaner and items for worship (candles etc) as required.</p>
7	Other	Undertake any reasonable general tasks as directed by the Parish Officers

Person specification

Essential	Desirable
Sympathetic to the aims of the Church	Personal assistant background
Experienced administrator	Use of graphic design packages such as Canva
Understanding of promotion and communications	Competent in using cloud -based IT systems
Excellent organisational skills	Able to use social media platforms such as Facebook
Good telephone manner	Experience of updating and maintaining websites
Ability to anticipate and forward plan	
Good time management skills and ability to manage own work load	
Able to work with minimum supervision	
Competent in use of Microsoft Office365 programmes including Word, Excel, PowerPoint and Outlook	
Excellent people skills with the ability to build rapport with a wide range of people	
Sympathetic and able to deal with people in crisis	
Confidence to work alone	
Attention to detail	

