

## **Benefice Administrator: St James the Great, Colwall and All Saints, Coddington**

Responsible to:	The Rector (or during vacancy, the Churchwardens acting on behalf of the PCC)
Accountable to:	The PCCs of St James the Great, Colwall and All Saints, Coddington
Hours:	Part-time: initially set at 16 hours a week
Location:	Parish Office, Colwall, with occasional work at church sites and some agreed home working if appropriate.

### **Purpose of the Role**

The Benefice Administrator plays a central role in enabling the ministry, worship, mission and pastoral life of the Benefice of Colwall and Coddington.

The postholder provides effective and efficient administrative support to the Rector, clergy team, Churchwardens, PCCs and volunteers, while also helping communicate the life of the churches to the wider community. They are often the first point of contact for visitors and parishioners and therefore acts as a welcoming and professional representative of the Benefice.

This role description is not exhaustive and may evolve as the ministry and mission of the Benefice develops. *This role is subject to a Disclosure and Barring Service check.*

### **Core Responsibilities**

#### **General Office Administration**

1. Act as first point of contact for enquiries by telephone, email, post and in person.
2. Receive visitors to the parish office and offer a warm and pastoral welcome.
3. Manage incoming and outgoing correspondence.
4. Maintain filing systems and records in accordance with GDPR requirements.
5. Order office supplies and church consumables as required
6. Arrange maintenance and servicing of office equipment.

#### **Clergy and Diary Support**

1. Maintain and coordinate the Benefice diary.
2. Attend staff meetings and prepare notes or minutes where required.

#### **Administration of Weddings, Baptisms and Funerals**

1. Maintain records and registers and prepare certificates and supporting documentation
2. Administer marriage banns processes
3. Coordinate with clergy, volunteers and external organisations as required.

4. Prepare invoicing and follow-up payments.

### **Worship and Service Administration**

1. Prepare worship rotas and maintain service schedules across both churches.
2. Prepare PowerPoint slides or orders of service
3. Coordinate administrative arrangements for major festivals and special services.
4. Maintain stocks of service materials.

### **Communications, Publicity and Digital Presence**

1. Design publicity materials for worship, events and community activities using Canva (or equivalent software).
2. Create and schedule social media posts.
3. Keep the Benefice website and *A Church Near You* accurate and up to date.
4. Collate content, create and distribute regular parish newsletter.

### **Occasional Responsibilities**

1. Assist with production of annual reports and annual meeting documentation.
2. Submit Annual Parish Returns.
3. Maintain records and archives securely.
4. Assist with Safeguarding administration, DBS tracking and training records.
5. Report copyright music usage and ensure licensing.

### **Person Specification**

#### Essential

1. Excellent organisational, written and verbal communication skills.
2. Confident IT skills including Microsoft Office and email systems.
3. Ability to use Canva or similar design software, or potential to learn
4. Experience managing websites and social media platforms, or potential to learn
5. Ability to manage competing priorities independently.
6. High level of accuracy and attention to detail.
7. Ability to maintain confidentiality and handle sensitive information.
8. Warm interpersonal manner and ability to work with volunteers.
9. Sympathy with the ethos, mission and ministry of the Church of England, Inclusive Church and the Benefice of Colwall and Coddington.

#### Desirable

1. Experience of church administration.
2. Knowledge of Church of England structures and occasional offices.
3. Familiarity with safeguarding procedures.
4. Experience producing newsletters, publicity or printed publications.
5. Knowledge of Canva, Mailchimp, ChurchSuite or similar systems.