



Benefice Administrator of the Six Fen Churches

Contract for Work

Context

The Six Fen Churches serve six villages in Fenland to bring the fullness of life in Jesus Christ to all who live there. The Benefice Administrator provides dependable, benefice-wide administrative ministry as a key member of the Mission and Ministry team. This role supports clergy and lay leaders in mission, governance and compliance, and is part of the *Diocesan Supporting Multi-Parish Benefice* programme.

This role seeks an organised and empathetic individual who is passionate about furthering the mission of the rural church. The Benefice Administrator will support the outward focussed engagement of the parishes with the people they serve through printed and online publicity and communications and first point of contact by phone and email. This role also provides the administrative backbone of the benefice, serving the parish office holders and ministers, through systems development and management, and clear communication particularly in the ministry of occasional offices.

Purpose of the Ministry

Administration is one of the gifts of the Holy Spirit (1 Cor 12:28) that God uses to 'steer the ship', guiding the church to the mission God wants the members of the Body of Christ to fulfil. The ministry therefore enables the release of gifts in others in their roles as officers in each parish to fulfil the roles to which God has called them. This ministry involves working in collaboration with the incumbent to provide clear communication, systems and working practices both externally and internally to enable the kingdom of God to flourish sustainably across the benefice. You will also be working with the Support Officer of the diocesan *Supporting Multi-Parish Benefice* programme. In this context, and the benefice administrator seeks to prioritise evangelism, the nurturing of new disciples, and release of people's gifts into mission and ministry, especially amongst young families.

Client	The Ecclesiastical Charity, Doddington
Reporting to	The Incumbent
Hours	Up to 36 hours per month spread evenly within each week at least four days a week
Hourly rate	£18.00/hour FTE £37,440pa.
Status	Part-time contract - self-employed
Location	Home-based, and available for regular face to face meetings

Core responsibilities

1) Supporting Mission and Ministry

- Provide the administrative support for the Mission and Ministry team in their planning of services, teaching and evangelism programmes, courses, children's activities and occasional offices.
- Plan the calendar and track actions required from the Mission and Ministry Team and prompt owners of those actions.

3) Benefice-wide publicity, communications and coordination

- Maintain an agreed communications rhythm through regular (e.g. using Brevo) emailing, support parishes in notice production (e.g. using Canva) (updates, notices, key programmed messages).
- Manage the production of production of online and printed publicity and ensure messaging is branded, consistent across churches and clearly owned, serving parish based social media and noticeboards.
- Update the sixfenchurches.org website with benefice related activities and enable others in parishes to access and update.
- Enable and support consistency and resilience of key office holders, e.g. through the transfer of churchwarden and treasurer email addresses.

2) Governance administration, records, and follow-through

- Organise regular Mission and Ministry team meetings and churchwardens/treasurer meetings that further supports the establishment of a Joint Council and the administration to support its meetings.
- Manage the benefice bank account for ministry and benefice expenses and provide appropriate reporting on expenditure against budget.
- Participate in the building and deployment of IT systems (e.g. Google Workspace) (e.g. shared inboxes, email addresses, shared filing, contact lists, planning tools, graphic design, templates and reporting) that maintains centralised Electoral Rolls, calendars, contact lists and distribution lists according to the GDPR policy.
- Collect and report key data required by the diocesan SMPB project and identify key learning for improvement.
- Support PCCs in the introduction of key policies and procedures and the management of their financial systems.

4) Occasional Offices Ministry (baptisms, weddings, funerals, churchyards)

- Act as first-line response for occasional offices (baptisms, marriages, funerals and churchyard management) enquiries with often vulnerable adults, communicating therefore with a pastoral tone and clear expectations, while observing safeguarding good practice.
- Manage point of contact enquiries and prioritise, including gathering initial details (using the Life Events Diary system) and scheduling key conversations and services.
- Issue standard information packs and checklists.
- Coordinate with clergy, churchwardens, musicians, vergers, and relevant volunteers.
- Maintain accurate records and support parishes timely processing of forms, publishing of banns, application of fees, registers, and required returns.
- Discern where the Spirit of God is drawing people to faith and discipleship and prompt the members of the Mission and Ministry team where appropriate.

Person Specification

Skills and experience	Essential E or Desirable D
Knowledge of and experience of Church of England churches	E
High emotional intelligence and ability to work with a diversity of people	E
Experience in management, and working in church ministry contexts	E
A self-starter who strives for high standards in all detail details from proofreading to digital output	E
Warmth and sensitivity when handling difficult conversations and skill in negotiating with volunteers and vulnerable people	E
Emotional resilience working with challenging behaviours and managing appropriate personal and professional boundaries	E
Respect for Church of England structures and the unique rhythm of rural church life and liturgical heritage	E
Proficiency in using tools like Canva, and Google Workplace, websites and social media	D
A gift for writing copy that feels like an “warm welcome”	E
A commitment to detail and accuracy and the secure management of confidential information. Awareness of GDPR requirements.	E
A minimum of two A levels and GCSE grade A-C in English and Mathematics	D
A demonstrable commitment to the safeguarding and protection of children, young people and vulnerable adults	E

Practical details

- £18/hour for up to 32 hours a month. Location is home-based, with regular face to face meetings. You will be self-employed and invoice the agreed hours of work via the incumbent to the client, Ecclesiastical Charity Doddington.
- General Occupational Requirement for the contractor to be a worshipping Christian who embodies the spiritual contribution of administration to the mission and ministry of the church.
- Working patterns are flexible but are likely to require some activity and prioritisation four times a week.
- Tools used and where the “single source of truth” lives. Key systems in the Six Fen Churches are AChurchNearYou website, Brevo for emailing, Canva for graphic design, Google Workplace for file sharing, Life Events Diary for occasional offices. Supporting Parishes with benefice wide systems such as Parish Giving Scheme, CollecTin, SumUp and Daisy Communications.

Safeguarding and Health and Safety for this Role

This role is largely office and coordination-based, and yet will have regular contact with vulnerable adults. The post holder will have access to sensitive information retained by the Benefices or supplied to the Rector. They are therefore required to:

Work within the requirements of our Safeguarding and Health and Safety Policies,

Submit a Confidential Declaration with two references who have known you for at least 2 years.

Have and maintain a clear Basic DBS certificate (we will apply for this with you)

Complete and pass Basic and Foundation level Safeguarding training either prior to or within two weeks of commencing the post.

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Application Process

Submit a CV together with a 2 page letter (min. 12 point font) that demonstrates how your experience and skills relate to the role description and person specification and why you want this contract to Revd Canon Dr Mark Collinson, Rector of the Six Fen Churches at mark@sixfenchurches.org . For an informal conversation to understand the role you are welcome to call Canon Mark by arrangement.

Application deadline Friday 7th August 2026 at 5pm.

Preferred start date before 22nd September 2026.

