Church of St Mary the Virgin Ware: **Administrator**

The PCC of St Mary’s Ware is seeking to appoint a part time Parish Administrator.

Eight (8) hours a week.

Rate of pay: National Living Wage.

This is an employed post.

The Administrator will be based in the Church Office at St Mary’s Church, Church Street, Ware SG12 9EH.

The 8 hours may be worked on days, and at times, to suit the appointee, but a regular normal pattern of work will be expected.

The Administrator will work under the direction of the Vicar.

There is an option, for the right candidate, for this role to include the Parish Financial Administrator role at an additional four (4) hours a week. Please contact the vicar, as below, for more information on this aspect of the role.

Key skills:

* Up to date (or willing to bring yourself up to date) with all Microsoft applications including Excel.
* Good people and communication skills, including use of telephone and email.
* Independent, self-motivated worker
* Adaptability – to task and to people
* A willingness to engage with the structures and administration of the Church of England.

In the office the Administrator will often be the first point of contact with the church (this church, and often the wider church); they will meet people at all sorts of stages of life and with a variety of needs. The appointee will therefore need to be a confident ‘people person,’ with strong pastoral instincts and a sympathy with the Christian faith. It is not necessary for the post holder to be a practising Christian but candidates may find that it helps to have some personal understanding.

Key tasks:

St Mary’s is a registered charity and the building is grade 1 listed. The Administrator supports the day to day running of the church, community and building, by:

* Preparing notice sheets, rotas, signage and posters
* Keeping records of Occasional Offices (Baptisms, Weddings, Funerals, Burials of Ashes)
* Maintaining Health and Safety, including Safeguarding, records and reminders
* Preparing, sending, and recording invoices
* Managing Hall bookings
* Supporting the administration of Gift Aid claims
* Supporting the administration of the ‘100+ Club’
* Ordering supplies
* Responding to enquiries
* Contributing to the Hall Management Committee

Key contacts and support:

* The Vicar and Church Wardens
* The Director of Music

There is wide support from members of the congregation and Hall users. The role is fairly independent but hopefully not lonely.

Place of Work:

* The office is situated in the Church Hall and is shared on an ad hoc basis with the Clergy and Director of Music. During the Administrator’s working hours the Administrator has priority, but not necessarily sole, use.
* There is a computer for Office use, and tea/coffee making facilities, toilets and so on.

It should be noted that St Mary’s is open all day every day, and is a well used public building. The building will therefore be open to the public during the Administrator’s working hours.

For an informal conversation contact the Vicar:

The Revd Ysmena Pentelow, [revd.y.pentelow@gmail.com](mailto:revd.y.pentelow@gmail.com), 07423812238

Available Saturday – Thursday.

To apply please write (by email) to the Vicar, as above.

Applications should include names of two referees.

The deadline for application is Friday 24th October 5pm.

Interviews will take place by agreement in the week beginning Monday 3rd November.