

Overview

St Peter's Church in Market Bosworth is part of a multi-parish parochial church council, which also includes Cadeby, Sutton Cheney and Congerstone (Bosworth Parochial Church Council BPCC). Along with three other churches in Shackerstone, Carlton and Nailstone, these seven churches form the Bosworth Benefice. The Parish Administrator is accountable to the BPCC, but the role does include some administration across the whole of the Bosworth Benefice.

The Parish Administrator will play a vital role in supporting the smooth running of activities, working closely with the Rector and Ministry Team, Premises Team, Children's Outreach, Trustees and other paid roles / volunteers with key responsibilities.

This is new role which has become available due to increasing workloads. The successful applicant will work alongside current Parish Administrator.

Roles and responsibilities

Summaries of roles and responsibilities are listed below:

Parish Administration Assistant (new role)

Hours: 15 hours per week

Purpose of the role

To provide day-to-day administrative, communications, and operational support to the Parish and Benefice, with particular responsibility for public-facing communications, hall bookings, and general enquiries.

Key Responsibilities

Communications & Digital

- Produce, publish, and distribute communications as directed, including:
 - What's On materials, pew leaflets, service sheets, Graphic, Aspect, and other local media
- Update and maintain the parish website
- Support communications planning under the direction of the Finance & Governance Lead

Hall & Facilities Administration

- Manage day-to-day hall bookings, including:
 - Communicating with hirers
 - Updating the hall monitor and booking sheets
 - Maintaining records of PLIs and required DBS checks for hirers

Service & Church Administration

- Create, print, maintain, store, and manage service materials
- Circulate and organise PCC and Finance Meeting papers
- Take the lead or share responsibility for meeting minutes (to be agreed)
- Assist with weddings and funerals administration as required

Governance & Compliance Support

- Provide administrative support for safeguarding, including reminders and record keeping
- Assist with Charity Commission administration
- Support policy management through formatting, filing, and maintaining records
- Record and file memorial applications

Faculty & Clergy Support

- Assist with faculty applications
- Act as the primary point of contact for public enquiries

Public Enquiries & Records

- Assist with registers and the Electoral Roll when required
- Take lead responsibility for maintaining the register of churchyard burials across the Benefice (subject to confirmation)

General Support

- Assist with finance, IT, and email/domain administration when requested
- Work closely with the Finance & Governance Lead to ensure smooth parish operations