

Job Description

Job Title:	United Benefice Administrator
Department:	United Benefice of Aspenden, Buntingford and Westmill
Line Manager:	Rev'd Kirsty Wainwright
Date:	October 2026

Job Profile
Purpose of the Role
The Benefice Administrator supports the Rector, Ministry Team and the wider Benefice by handling key administrative tasks, communications and invoicing. The Benefice Administrator will be a point of contact for church and community-based enquiries working collaboratively with the Rector on communications and advertising.
Key Relationships and Context
• Rector- Line Manager. The Benefice Administrator is responsible for supporting the Rector in their role. • Ministry Team. The Benefice Administrator will also have regular contact with members of the Benefice Ministry Team. • Benefice Parochial Church Councils. The Benefice Administrator will also have contact with members of the PCCs of Aspenden, Buntingford and Westmill. This includes the Church Wardens, Treasurers and Parish Safeguarding Officers. • Treasurers. The Benefice Administrator will be in regular contact with the Benefice Treasurers, in particular relation to creating invoices for fees for weddings, funerals and any other church invoices. • Church and Community.

The Benefice Administrator will be a key point of contact for church members and community. They will have contact with the Town Council and the villages' Parish Councils, other local churches, and community groups on occasion.

Duties and Key Responsibilities

Office Management and Communications

- Manage the day-to-day operations of the benefice office, answering phone calls, emails, social media DMs, any other correspondence, and greeting visitors.
- Maintain, monitor and regularly update the website (A Church Near You) and social media platforms with events and digital media content.
- Co-ordinate internal and external communications, including drafting and printing weekly notice sheets.
- Administration associated with fundraising events e.g. ticket sales, emails.
- Create and print posters for church events (using Canva).
- Prepare notices and content for the monthly Buntingford Journal.
- Order office supplies (liaise with Benefice Treasurer for approval), maintain equipment and manage service contracts (BT, internet).

Church Administration and Diary Management

- Oversee the Benefice calendar, scheduling services, events and bookings in discussion with the Rector.
- Arrange the administration for life events (baptisms, weddings, funerals and any others).
- Responsible for contacting and booking vergers, organists, bellringers, sexton and any other staff required for life events.
- Liaise with external bodies: e.g. Funeral Directors, Schools, Parish/Town Councils.
- Create and maintain volunteer rotas.
- Gather Annual Parochial Church Meeting documents for uploading and distribution.
- Print service booklets and other required documents.

Database and Record Keeping

- Maintain essential records and databases.
- Maintain accurate membership directories and pastoral contact records.
- Ensure full compliance with data protection regulations (GDPR) and safeguarding policies.
- Manage room bookings for external groups using the churches for events/meetings, including invoices and enforcing usage policies.
- Ensure records are reviewed for archiving or appropriate disposal.

Financial Support

- Prepare invoices for weddings, funerals, burials of ashes, and other church invoices as required.
- Ensure all financial records are kept up to date.
- Liaise with the Treasurers to ensure payments are received.
- Prepare the quarterly returns to the Diocesan Board of Finance (DBF) for the Treasurers to complete payments.

Person Specification

Experience and Skills

Essential

- **Organisational Skills**
Able to work independently and responsibly on tasks and projects.
Able to work collaboratively with the Rector and others.
The ability to meet deadlines and prioritise tasks appropriately.
Good attention to detail.
Ability to work on several tasks concurrently.
Accuracy with basic financial administration.
- **IT Proficiency**
Good working knowledge of MS Office.
To be willing to undertake further training as necessary.
- **Communication**
Excellent written and verbal communication skills.
- **Discretion and Compassion**
High degree of integrity and able to maintain confidentiality with sensitive pastoral information.
Welcoming and compassionate.
Sympathetic to Christian ethos.

Desirable

- Understanding the role of the church in community.
- Experience in an administrative role.

Safeguarding

This position is subject to an appropriate level of DBS disclosure and safeguarding training.

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The job description is an operational document that does not form part of the contract of employment.

There may be times when an individual is expected to perform tasks that are not be expressly stated in the job description but are necessary in the day-to-day performance of their duties.

The job description may be amended as necessary to meet the changing needs of the organisation.