



All Saints Church

W O K I N G H A M

PARISH ADMINISTRATOR – ALL SAINTS CHURCH WOKINGHAM

(This post was previously advertised in 2018 and has become vacant again)

Salary: Range £11400 pa - £12000 pa (for 20 hours) depending on experience.

*To apply please send by email your CV with a covering letter **before 12 noon on Wednesday 30th January** explaining why you fit this role, to Canon David Hodgson, Rector of All Saints Wokingham david@allsaintswokingham.org.uk*

Potential applicants are welcome to make an exploratory phone call to Canon Hodgson for more information on 01189792999

The post of Parish Administrator

All Saints is an active and well-supported Church of England parish church in Wokingham. We are looking for a Parish Administrator who loves working with people, is confident in a public-facing role, has similar recent work experience and high levels of administrative competency including ease of computer use. This is a part time role (20 hours per week, three hours in the office every morning Monday-Friday and other hours to suit).

We are looking for someone with both excellent people skills and excellent office organisational skills

- to ensure that the work and ministry of the church receives excellent administrative support
- ensure those enquiring about church support receive sensitive, timely and accurate response and assistance
- to administer and co-ordinate core areas of the church's pastoral work and provide administrative support for church services and events including funerals weddings and baptisms
- to carry out and co-ordinate communication and information sharing internally and externally for the church including web /social media communications

The Parish Office, where the work is based, is in The Cornerstone, our busy community hub, alongside the church and churchyard, close to the town centre, and with its own car park.



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W O K I N G H A M

The Parish Administrator will supervise the Parish Office-related-work of our part-time Office Assistant. The Office Assistant also provides cover in the absence of the Parish Administrator.

The Parish Administrator will report to the Rector who will be line manager.

The office is shared with the Cornerstone Manager and Cornerstone Bookings Secretary

Key tasks

- Working with a part-time assistant colleague, ensure the provision on a daily basis of a sensitive, caring and timely response to enquiries in person, by telephone, email or letter
- Working with a part-time assistant colleague ensuring that the Parish Office is open and staffed 5 days a week 9.30am – 12.30pm
- Publish weekly news leaflets for distribution to church attendees every Sunday
- Maintain the whole range of service booklets and other information leaflets about the church
- Update internal church calendars using Google Calendar
- Working with the clergy and others administer and co-ordinate arrangements for the baptisms, weddings, funerals, burials and other special services, and keep the official church registers of these events up to date and compliant
- Administer the allocation and recording of burial locations and monuments in the churchyard
- Work with the clergy, other ministers and pastoral care groups in the church giving administrative support to events which they plan
- Maintain records and databases of church members and contacts
- Keep the church website up to date especially the calendar of events
- Manage our web domain -based internal email forwarding lists
- Publish regular e-newsletters to our subscriber list
- Post items on the church's Facebook page and Twitter feeds.
- Co-ordinate cloud storage and sharing of key documents, and develop integration of digital information storage, processing and sharing in the parish.
- Working with a part-time assistant colleague ensure that office support systems and supplies are in place, especially ensuring the ongoing functioning of the church photocopier/printer



All Saints Church

W O K I N G H A M

Person specification

Essential

- Excellent people skills: warm, friendly and empathetic listener
- Excellent telephone manner and confident personal presence
- Excellent written and spoken English; able to write good copy.
- Accurate with an eye for detail.
- Competent numeracy skills
- In sympathy with, and supportive of, the Christian ethos and the ministry of the Church.
- Strong evidence of high-level administrative skills and demonstrable experience in office or small business administration
- Very good self- organisational skills working to timelines and deadlines with an ability to get things done.
- Able to take responsibility for ensuring multiple tasks are completed
- Able to assimilate a wide range of information and processes quickly and easily
- Has the flexibility and confidence to respond quickly and effectively to different enquiries from the church membership and the wider community every day .
- Able to work co-operatively with our wide range of staff and volunteers to achieve our goals
- Very competent computer user and in particular to have secure competency in using most of the following desktop software and internet applications: Microsoft Office suite especially Word, Publisher, Excel, and PowerPoint; the Google suite of applications,(Gmail, Chrome, Google Drive etc) Dropbox file sharing systems, Wordpress or similar blog editing applications, Mailchimp email marketing platform or similar, Facebook, Twitter, Instagram, Skype/IM or similar instant messaging applications.

Desirable

- Previous experience of charity sector or church working environment
- Previous experience of editing newsletters either in print or online or both
- Previous experience of event planning



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Profile of All Saints Church Wokingham

All Saints is a busy Church of England parish church in Wokingham aiming to be active and make a positive difference to our local community. We are an open and approachable church that is full of life, love and energy.

We are here to celebrate or support people in key times of life's journey – christenings, weddings, funerals; and be a community of spiritual and emotional support when times are tough.

We offer many opportunities for prayer, learning and exploration of being and living with faith in God and the person of Jesus Christ.

We are a great community for children and young people. There are many events and activities for families with young children to enjoy being part of the church, having fun and meeting new friends; during the week as well as on Sundays.

We are also highly committed to support for older members of the community. Our pastoral care teams have a developed programme of visiting residential care homes in the town. We offer a befriending service for the bereaved, a range of groups for those over 60.

Our church community building The Cornerstone hosts a wide range of community activities and is run with volunteer help. Our five- acre churchyard, as well as being a sacred memorial space for many local families also serves as quiet haven of green space near the centre of a busy town. We are also active, often working together with our sister churches and community neighbours, to provide various forms of practical assistance. Through the church there are many opportunities to serve as a volunteer to bring help and blessing to the wider community.

/END

7th January 2018