

Diocesan Registry Clerk

- Location: Salisbury, office based
- Hours: 3 days / week (21.75 hours), potential to increase to full time
Occasional out of hours work with time off in lieu
- Salary: From £24,000 pro rata depending on experience rising after initial six month training
- Holidays: 25 days plus bank holidays pro rata (rising with length of service)

Outline

An exciting opportunity to join the specialist ecclesiastical law team at Batt Broadbent Solicitors doing a varied and interesting job with excellent development opportunities.

Based at the Salisbury office of Batt Broadbent Solicitors, you will work as part of the Diocesan Registry team consisting of two lawyers (the Diocesan Registrars), three clerks and two dogs. The team provides legal support to the bishops, archdeacons, clergy, parishes and office holders of the Dioceses of Salisbury, Winchester and Portsmouth in the Church of England.

Adaptability and a willingness to learn is more important than prior experience. On the job training and support will be provided. Some understanding of the institutions of the Church of England is an advantage.

Responsibilities

No two days are ever the same in this interesting and varied role.

You will:

- Administer Faculty Jurisdiction work, granting permissions for repairs and development of churches, churchyards and consecrated places
 - Liaising with the Chancellor, the judge responsible for the Faculty Jurisdiction
 - Preparing Faculty paperwork and orders
 - Advising about the Faculty process
 - Compiling court bundles
- Assist with the administration of the Bishop's paperwork:
 - Letters of ordination, admission and licensing of clergy
 - Liaising with parishes, patrons and senior staff in relation to appointments, and administering the patronage paperwork.

- Helping to arrange affidavits in support of Common Licences for marriage and issuing Common Licences.
- With the support of the Diocesan Registrars,
 - Providing advice to Bishops, Archdeacons, diocesan staff, clergy, churchwardens, parishioners and church office holders.
 - Occasionally, contributing to training of clergy, churchwardens and parish staff.
- Support the Diocesan Registrars
 - Triage requests for advice involving a wide range of areas of law
 - Identify relevant documents in the Registry filing systems
 - Carry out research and highlight important information
- Archiving and filing key documents
- Keeping up to date with the guidance and legislation from the House of Bishops, the General Synod, the Church Commissioners and others.

Skills and attributes

You will be:

- Curious and a quick learner, proactive and willing to take the initiative.
- An excellent communicator, confidently assisting people outside and inside the Church, and those in positions of senior responsibility on the phone, by email and in person.
- Meticulous and detail-focused, accurately preparing and checking legal documents.
- A team player, working well with others and responding well to feedback and guidance.
- Calm, courteous and sensitive to everyone, especially those contacting the Registry at a time of crisis (eg the bereaved).
- Flexible and adaptable, working with humour as part of a small team.
- Good IT literacy and word processing skills.
- Excellent administration skills.

Please note we have dogs in our office.

Closing date for applications is Monday 19th June 2023.

Please send a CV and covering letter to registry@battbroadbent.co.uk

It would be helpful for you to indicate your availability for interview and your notice period in your current position, if appropriate, in your letter.