



Job Description

Job Title: **Benefice Administrator**

Employer: The Parochial Church Council of Tadley.

Reporting to: The Rector - The Benefice of Tadley with Pamber Heath and Silchester.

Relating to: Ministry Team: ordained and lay leaders licenced within the benefice.
Churchwardens of the parishes within the benefice.
Volunteer members of the parishes within the benefice.

Working Hours: 15 hours per week.

The expected pattern will be to work these hours over three days, one being a Wednesday at the place of work, consisting of 5 hours plus a one-hour unpaid lunch break per day. Flexibility in the pattern can be negotiated, provided that the needs of the benefice are met.

Some of these hours may be requested to be worked on a flexible basis to meet the needs of those booking the buildings for external events. Hours are to be logged and will be given as time off in lieu or in some circumstances by agreement will be paid as overtime at the normal hourly rate of pay.

Place of Work: The usual place of work for this role is the Parish Office within St Mary's Church, Tadley, RG26 4HQ. Options for flexible working may be negotiated (e.g.: working from home), provided that the needs of the benefice are met.

Role Purpose and Outline

The Benefice of Tadley with Pamber Heath and Silchester is part of the Church of England Diocese of Winchester and comprises three parishes (Tadley North St Mary; Tadley; and Silchester) in north Hampshire.

The administrator will support the Rector and other licenced leaders in effecting the efficient and smooth running of the benefice parishes. This will include assisting with regular weekly and monthly tasks, as well as occasional or project-based tasks. The administrator will be a primary point of contact for enquiries.

The role is to be conducted in keeping with our Christian values.

The Benefice of Tadley with Pamber Heath and Silchester

General Office Duties

- To staff the parish office during working hours three days a week, managing emails, phone messages, and postal correspondence, dealing with enquiries and passing on messages as appropriate.
- Sorting and distribution of mail, photocopying, filing, and maintaining the supply of office consumables and equipment.
- To be proactive in their work, approaching the Rector with matters requiring attention, as appropriate.

Communications

- In collaboration with the Rector, make full use of administration systems for record keeping, diary management, bookings of the buildings, internal and external communications etc. following agreed systems for the sharing of information and tracking of tasks.
- Follow good practice regarding safeguarding and the General Data Protection Regulation (GDPR).
- Keeping online content up to date (e.g.: websites, social media).
- Help produce regular church information, including electronic and print newsletters.
- Help produce simple posters, keeping internal and external noticeboards updated and well presented.

Administrative Support

Under the direction of the Rector:

- Provide administrative support to the Ministry Team and officers of the benefice in connection with parish business. This can include the production of materials for services (e.g.: service booklets) and ensuring Safeguarding data stays up to date (e.g.: training in date, DBS checks completed).

Documentation

Support the Rector in:

- Keeping benefice and parish filing systems (electronic and paper-based) up to date.
- Dealing with statutory documents including returns, registers, certificates, and applications; and ensuring church records are kept neatly up to date.
- Ensuring benefice and parish policies and procedures are reviewed at required intervals.

Life Events

At the direction of the Rector:

- Ensure enquiries for life events (e.g.: baptisms, weddings, funerals) are dealt with in a warm and efficient way, and appropriate following up is completed.

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Church Building

At the direction of the Rector:

- Ensuring the church diary is kept up to date with internal and external bookings.
- Deal with external bookings in a warm and efficient manner.
- When asked to arrange to meet with those hiring church buildings, to effect handover of keys and to ensure equipment such as the sound system is accessible, useable and expectations are clear on how these should be left at the end of the hire period.
- Ensure appropriate health and safety and safeguarding policies are in place for external users and that our policies for hire of the buildings are being adhered to.
- Support the Rector in raising invoices and ensuring appropriate records are kept and payments made for external bookings and where appropriate events are publicized.

Other administrative duties may be required from time to time as circumstances demand or as the role develops.

Person Specification

Essential

- Computer literate.
 - Conversant with Microsoft Office with a good working knowledge of Word, PowerPoint, and Excel.
- Consistently able to keep accurate records.
- Confident, empathetic communication style.
- An attention to detail in administrative tasks.
- Flexibility to cope with changing demands, to manage priorities and to use personal initiative, operating with limited supervision demonstrating sound organisational skills.
- Flexibility of work hours outside the core office hours.
- To be in sympathy with the Christian faith.

Desirable

- Experience of using design-based software (e.g.: Canva).
- An understanding of the mission and ministry of the benefice.
- Taking meeting minutes.

October 2023