

Overview

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| *Employer*  *Line manager* | Parochial Church Council (PCC) of St Mary’s, Bransgore  The NFECh Incumbent (and Vicar of St John the Baptist, Burley during interregnum) |
| *Contract*  *Hours*      *Salary* | Part-time  15 hours pw. Ideal core hours Mon/ Wed/ Fri, 9am-12pm. Must be willing and able to work flexibly, recognising that church life does not fit normal working hours. Call forwarding possible between certain pre-agreed hours.  £29000 pro rata |
| *Annual Leave*  *Pension* | 30 days pro rata  4% Employer contributions into a NEST scheme |
| *Essential requirements* | The post is subject to an enhanced DBS check |
| *Application process* | Application deadline: Aug 1st, 2025  Interviews: Aug/ Sep, 2025 |

Who we are

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| The New Forest Edge Benefice is five churches under the leadership of a Team Vicar and an Associate. Our vision is to serve our local communities with the good news of Jesus Christ, who gave his life as a ransom for many. Our passion is to see our congregations thrive, growing in Christian maturity, generous love for one another, and servant-hearted witness to the world – in the power of the Holy Spirit.  ac813a42-2549-486e-b5b9-9733955f7fa4.png  As we increasingly work together, it is imperative that we have effective and efficient administrative systems and assistance in place to enhance the work of ministry and prayer in our localities.  Whilst the successful post holder would be working across the benefice they would be based primarily in Burley.  This is an exciting time to join our team as we seek to discern God’s leading using the resources from our recently awarded Growing Rural Parishes grant and as we enter interregnum, seeking to appoint a new benefice incumbent in due course.    ac813a42-2549-486e-b5b9-9733955f7fa4.png  As a Christian organisation, our culture is shaped by Scripture and the work of the Holy Spirit. Every member of our ministry team plays a key role in contributing to the culture and vision as apprentices of Jesus – in life and ministry. The postholder will help cultivate an environment where children, young people and their families can grow as lifelong disciples of Jesus.  The postholder will cultivate and maintain a Christ-centred, gospel-driven environment where structures and systems are put in place to enable the benefice to continue to grow as lifelong disciples of Jesus. In practice, this will involve four strands:  *Initial*   * Centralising record keeping & information gathering from all parishes. Assist with the set-up and subsequent use an online church admin system (eg ChurchSuite) * Supporting the work of Sunday corporate worship, and occasional offices (weddings, baptisms and funerals) across the Benefice   *Subsequent*   * Growing a team of appropriately gifted volunteers able to assist with the administrative work * Proactively seeking to grow and consolidate efficiencies from our cross-benefice working to enable maximal ministry impact, where appropriate applying for suitable grants   This is an exciting time to join our team as we seek to discern God’s leading in a time of transition and transformation, trusting in Jesus’ promise to give life to the full, restore hope and transform hearts. |

Key responsibilities

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| *Routine correspondence* | Answering the ‘phone, logging and reallocating messages for others in the Benefice team, and responding to general email enquiries |
| *Develop and maintain online admin system (eg ChurchSuite)* | · GDPR compliance  · Safer recruitment  · Monitoring and prompting safeguarding training  · Processing volunteer & staff application forms  · Facilitate the taking up of references  · Processing of DBS checks (ID checks and monitoring renewals)  · Take bookings and update calendar, book rooms required and complete events section  · Encourage the use of the administration system for weekly updates and other communication by other key team members |
| *Occasional Offices administration* | · Receive and respond to enquiries for baptisms, funerals, interments and weddings  · Prepare certificates, candles and children’s Bibles for baptism  · Check availability of churches and ministers  · Ensure baptism, wedding, funeral and burial registers are maintained  · Issue invoices to wedding couples and funeral directors as appropriate  · Send out relevant application forms  · Set up services and input information on the relevant church administration system  · Keep track of planning and preparation processes, eg banns, baptism preparation, wedding planning, and all associated administration.  · Arrange resources as required – clergy, verger, organist, choir, bell ringers |
| *Manage Churchyard administration for all parishes* | · Administer and upkeep churchyard database and register  · Liaise with clergy and gravedigger re interments of ashes and burials  · Liaise with funeral directors and stone masons for memorial stones |
| *HR logistics* | · Set up systems for keeping track of annual and sick leave for staff  · Establish administrative system for vicar/church wardens to undertake annual 360 reviews and probation reviews  · Admin for recruitment – advertising, sending out of job description/application forms, taking up of references, organising interviews etc. |
| *Policies & procedures* | · Keep a list of required policies and facilitate their preparation and review  · Administer paperwork re policy compliance – eg records of compliance training etc.  · Managing risk assessments as required  · Maintain register of accident reports and facilitate any necessary response. |
| *Diocesan involvement* | · Research applicable grants for which the Benefice / one of our parishes could reasonably apply and inform the relevant personnel  · Filling out faculties for significant changes to the church land / building internals |
| *Other Church activities* | · Assist with all documents for church services, talks, presentations, PCC (Parochial Church Council) and APCM (Annual Parochial Church Council meetings (including statutory papers), parish returns, etc.  · Establish and maintain a method of digitally storing relevant documentation from across all tasks and areas of church life  · Oversee the maintenance of the parish registers  · Oversee the preparation of returns and statistical documentation to Diocese  · Maintain record of key holders  · Assist with other general tasks within reasonable scope, as requested by the vicar or church wardens.  · Co-ordinate the printing and distribution of leaflets / flyers  · Managing church hall bookings for St Mary’s Bransgore, and St John the Baptist, Burley.  · Timely procurement of church and office supplies |
| *Oversight of volunteers* | · We would like to see the administrator grow and resource volunteer teams who can hold and execute some of the above tasks as required, under the administrator’s oversight. |

Person specification

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| *Essential* | *Desirable* |
| Committed Christian who is passionate about making disciples of Jesus  Creative, self motivated and flexible in attitude and work ethic  Be adaptable and flexible in a changing work environment as the life of the NFECh evolves  Proactive approach and committed to seeing initiatives through to completion  Have good Microsoft Office and IT skills, with the desire and ability to learn new applications  Excellent interpersonal and relationship building skills  Excellent organisation skills, with attention to risk and the ability to plan ahead  Sense of humour and fun! | Relevant training and/or qualification  Experience in planning and delivering events and managing projects  The Proven ability to delegate and work well as part of a team, particularly with volunteers |

Next steps

If this exciting opportunity appeals to you, feel free to contact us for more information...or go ahead and apply:

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| *Contact us* | For more information or an informal conversation:  email John and Katie Ash (burleyvicarage@gmail.com)  or  Whatsapp/call John on 07886 892995 |
| *To apply* | Please click on the link below to apply via Google forms:  **[New Forest Edge Administrator: application form](https://docs.google.com/forms/d/e/1FAIpQLSecQyejdlKERSZQ3BVjr037SqLvsx2lII43M-pSSdWsasKUjw/viewform?usp=dialog)** |