

St Mark's Church, Newnham
Barton Road, Cambridge, CB3 9JZ

Job Title: Administrator

Conditions

Hours: 8 hours per week

Setting: Hours to be spread through the week, specific pattern can be discussed. There is a parish office where some work will need to be undertaken but remote working also envisaged.

Salary: £14 per hour

Annual leave: 6 weeks per annum, paid leave

Other: The post-holder will be well supported, working within a team, and with the opportunity for training, networking with other local Christian organisations, and there will be regular opportunities for review and development in role.

Initial period: Initially the post will be for 12 months. There will also be a six month trial period.

Accountable to: Rev Bethan Rodden, and
Churchwardens, Mrs Rosey Gardiner, Mr Nigel Porter and Mrs Hilary Murray

The Church

St Mark's is an active church community, in the west of Cambridge. St Mark's seeks to be a welcoming community providing activities and worship for the whole of Newnham. It provides regular Sunday worship, and other services, including christenings, weddings & funerals, activities for children & young people, pastoral care, opportunities for Christian nurture, engagement with local organisations, concerts, art and drama, and a wide range of opportunities for community engagement, including through the St Mark's Community Centre.

The Role

The Administrator is a key role, overseeing the church office including internal and external church communications, and working alongside clergy & other paid and volunteer staff, to facilitate the smooth running of St Mark's Church. The role helps the church to build community, serve its members and participants, and work towards the realisation of its vision and strategy. We are looking for an experienced professional, with excellent communication skills, able to work within a dynamic team, and committed to the values of our local Church of England parish.

Responsibilities:

- Liaise with Vicar (and other service leaders) in making practical arrangements for church services.
- Compose and send out weekly email bulletin via Mailchimp.
- Prepare weekly pew sheets using Microsoft Word (and upload pew sheet to website in pdf format, print ready for the Sunday service).
- Photocopy, fold, staple etc new or seasonal service sheets.

- Produce the sign-up sheet for the rota for readers, intercessions, chalice assistants etc.
- Order office and church supplies and other resources.
- Manage the church diary in conjunction with the vicar, wardens and others, dealing with requests for hiring the church for events
- Ensure all church office processes are in line with GDPR, health and safety and safeguarding policies, working with the Parish Safeguarding Officer.
- Act as Parochial Church Council (PCC) secretary for St Mark's, including taking minutes during meetings and gathering reports from relevant church committees and circulating these to members in good time prior to each meeting.
- In conjunction with the treasurer, having oversight of the on-line giving applications (this includes setting up a giving page for Charity of the Month each month, and placing details for the charity on the website and in the church email).
- Operate and troubleshoot a variety of office equipment and computer applications.
- Maintain our websites and social media, developing and enhancing our current offering.
- Maintain our presence on 'A Church Near You'.
- Produce publicity material for services, events and seasonal changes.
- Review and manage the internal and external church noticeboards, liaising with the Vicar, Community Centre manager and others re: CC notice boards
- Liaising with others to ensure that the church is cleaned, including annual carpet cleaning and other needs.

Person Specification

- Excellent organisation and administration skills
- Able to communicate clearly and effectively, both verbally and in writing
- Able to see the bigger picture while paying attention to detail
- Well developed computer skills demonstrating ability to use Microsoft Office, email, social media and website updates (Wordpress)
- Basic financial and accounting abilities
- Understanding of information governance requirements and able to handle confidential information in accordance with those requirements
- Enthusiastic, resilient, persistent, responsive and flexible
- Creative, conscientious and committed
- Able to work on own initiative, as well as work as part of a team
- Sympathetic to Christian ethos and able to work within the rules and guidelines of the Church of England