

## **A Significant Part Time Job Opportunity based in Holbeach.**

### **Administrator for the Deanery of Elloe East**

A group of 15 Church of England parishes in what is known as the Deanery of Elloe East are seeking to employ an efficient and capable administrator to work 15 hours per week, 9.00-12.00 Monday - Friday. You will be based in a fully accessible and equipped office, in Coubro Chambers, West End, Holbeach. This is where the offices of Holbeach Parish Council are based so there will be others working in the building and you will have access to shared rest room facilities. This is a newly created post.

We are looking for a very special person who will be able to work with the clergy - 4 full time (of which there are currently only 2) and 2 part time - who work across the 15 parishes in the deanery; helping to develop administrative systems which will serve the parishes and enable the clergy to work much more efficiently, spending far less of their time doing administration and much more of their time doing the essential work of parish priests.

If you are in sympathy with the work of the local church, have excellent communication and social skills, are highly self-motivated and flexible, with proven administrative experience, as well as being someone who enjoys dotting the i's and crossing the t's, then this may be just the job for you.

The initial rate of pay will be £9.21 per hour (£7,183 pa) for 15 hours a week (3 hours per day) and will include 5 weeks pro rata annual leave, a significant proportion of which we will expect you to take between Christmas and the New Year, after Easter and during August.

#### **Key Roles and responsibilities**

The roles and responsibilities will be many and varied and will include:

- Setting up electronic diaries for the churches – including church services, meetings, baptisms, weddings and funerals etc. - and ensuring the diary is available to all who need access to it.
- Being the first point of call for the booking of baptisms, weddings and funerals; logging all the contact details, completing all the forms and undertaking the necessary phone calls and emails required.
- Typing up, copying and sending out any bulk parish mailings.
- Responding to queries from the general public.
- Responding to queries from local church officers.
- Working closely with the Rural Dean in producing service rotas and collating cover for parishes in vacancy.
- Acting as PA for the Rural Dean as and when needed.

#### **Other potential roles and responsibilities depending on the time available**

- Producing and printing notice sheets
- Producing & peopling rotas
- Ordering church supplies
- Forwarding 'round robin' emails to various groups of people
- Emailing out papers in readiness for meetings
- Producing and printing event posters & flyers.

## Person Specification

- High standard of literacy
- Approachable and friendly while being efficient and business-like
- A good communicator with an excellent telephone manner
- Fully computer literate – email, word, excel, mail-merge, databases, electronic diaries etc and a willingness to learn to use proprietary software programmes
- Able to work with clergy who have different working styles
- Knowing when to seek advice or to pass things on
- Flexible and able to work under pressure at times
- Able to manage and prioritise your workload
- Fully aware of the need for confidentiality and GDPR
- In sympathy with the Church of England and, ideally, with a working knowledge of the C of E.

To apply for the post:

Please send a full CV plus a covering letter explaining why you think this might be just the job for you.

An initial informal conversation would be welcomed.

Please contact:

**Revd Rosamund Seal (Vicar of Holbeach and Rural Dean)**

**01406 424989 or [rosamund.seal@btinternet.com](mailto:rosamund.seal@btinternet.com)**

**The Vicarage**

**5 Church Street**

**Holbeach**

**PE12 7LL**