

## JOB DESCRIPTION

### Administrative Assistant

November 2017

## PURPOSE OF THE JOB

To assist the Chanctonbury Churches Administrator by carrying out all aspects of administration for work of the Benefice (Ashington, Washington, and Wiston with Buncton, and to provide other assistance as appropriate and as time allows.

## EMPLOYMENT DETAILS

- Permanent contract.
- The job is based in the church office.
- The job is part-time, 16 hours per week. Normal working hours can be flexible and negotiable.
- Attending the weekly staff meetings is desirable.
- Reports directly to the Chanctonbury Churches Administrator.
- Rate of pay: £10.20 per hour

## PERSON SPECIFICATION

### 1. Personal Skills and attributes required

It is a genuine occupational requirement that the post-holder is a committed Christian, with:

- A good understanding of and sympathy towards the Church of England;
- A sense of having the spiritual gift of administration (1 Cor. 12:28);
- A good grasp of written English, including grammar and spelling;
- Good interpersonal skills in dealing with parishioners and other visitors who call at the office;
- A professional and compassionate telephone manner;
- An ability to deal with matters that are confidential in an appropriate way;
- An ability to 'self-start', working flexibly, without necessarily needing others around.
- Experience of event management is desirable;
- A willingness to grow personally and spiritually.

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## 2. Technical Skills

Essential:

- Computer literate and competent in the use of word processing, spreadsheet and database applications; preferably in the Microsoft Office suite of products;
- Competent and familiar with the Internet and email.
- Experience of "ChurchSuite", Mailchimp and media interaction would also be an advantage.

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Responsibilities of the post include:

1. General office duties including: dealing with enquiries by telephone and callers at the office; filing computer and paper records; sending/receiving e-mails and typing; diary planning; gathering resources and information as requested; receiving deliveries, etc.
2. Other general administration associated with and generally in support of Church work, such as preparation for Sunday services, including some proof-reading and service sheet preparation.
3. Coordinating various church events, or supporting the Administrator in coordinating events, liaising with relevant church ministry leaders as appropriate.
4. Carrying out such other work as may be reasonably requested by the Church Administrator or Rector or in his absence, the Churchwardens.
5. Occasional assistance with the administration of Occasional Offices (Weddings, Funerals and Baptisms).