

JOB DESCRIPTION

Maternity Cover: Communications Assistant

August 2019

PURPOSE OF THE JOB

To assist the Chanctonbury Church Administrator by carrying out all aspects of communications administration for work of the Parish of Chanctonbury, and to provide other assistance as appropriate and as time allows.

EMPLOYMENT DETAILS

- Temporary contract (Maternity Cover October 2019 – July 2020)
- The job is based in the church office.
- The job is part-time, 8 hours per week. Normal working hours can be flexible and negotiable.
- Attending the weekly staff meetings on a Tuesday morning is desirable but not essential.
- Reports directly to the Chanctonbury Church Administrator.
- Rate of pay: £10.73 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;
- Experience and skill of handling social media is required
- 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.
- A willingness to grow personally and spiritually.

2. Technical Skills

Essential:

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

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Responsibilities of the post include:

1. General office duties including: dealing with enquiries by telephone and callers at the office; sending/receiving e-mails and typing; diary planning; gathering resources and information as requested, etc.
2. Other general communications administration including Church Bookings, managing Church Calendar, preparation of Weekly Email News, Church Website maintenance, managing Social Media outlets and Updating Village Newsletters.
3. Occasional assistance with the administration of Occasional Offices (Weddings, Funerals and Baptisms).