



The Parishes of St Edmund Allestree and St Matthew Darley Abbey

Job Description – Church Administrator

Part time, 15 hours a week, ideally Monday to Friday mornings,
but with room for flexibility - £8.50 an hour

Based at the Church Office, St Edmund's Church Hall, King's Croft,
Allestree, Derby DE22 2FN

This is a temporary post to cover the maternity leave of Caroline Audley
for a year from the middle of August 2018

PURPOSE

- to be an effective centre for coordination, information, communication and administration in the Church Office.
- to be the public face of the Church, dealing with the general public and their enquiries.

RESPONSIBILITIES

- Be responsible for the day to day running of the Church Office.
- Dealing with phone calls, emails and visits from people enquiring about and booking baptisms and weddings.
- Dealing with families and funeral directors to book funerals and burials.
- Assisting with the planning of such events – for example, ensuring banns are called, contact made with organists and flower arrangers.
- Maintaining Parish Registers, writing marriage certificates.
- Handling fees, and passing them on to the Church Treasurers.
- Liaising with schools and other local organisations wishing to use either church.
- Maintaining the diary for both churches.
- Handling the bookings for the Fellowship Room at St Matthew's – this means that there will regularly be a need to go to St Matthew's church in Darley Abbey.
- Liaising with hall users, cleaner, caretaker, etc.
- Maintain a key register.
- Working with the Vicar and others to producing Orders of Service and weekly Noticesheets.
- Assisting with the production of diaries and information for Church Magazines.
- Assisting with the production of Electoral Rolls and other lists – ensuring that Data Protection requirements are complied with.
- Working with those who compile rotas, helping to ensure their information is correct. Helping them with photocopying and distribution.

- Working with PCC Secretaries and others to ensure that meetings are facilitated – for example, ensuring that agendas and minutes copied and distributed.
- Working with others to keep the church websites up to date.
- Using social media for church publicity.
- Production of leaflets, posters, etc., and ensuring efficient distribution to other churches/organisations.

PERSON SPECIFICATION

- Excellent organisational and communication skills.
- Strong attention to detail.
- A warm, friendly and welcoming personality.
- Understands confidentiality and professionalism.
- Excellent IT skills.
- The ability to work under pressure.
- The strength to cope when people make unrealistic demands or make life difficult.

An enhanced DBS check will be required.

For more information or an informal conversation please contact

The Reverend Peter Barham
on 01332 551404 or by email at revpeterbarham@btinternet.com

Caroline Audley
on 01332 552031 or by email at steds.stmatts@outlook.com

Applications should be by hand written letter and typed CV to

The Reverend Peter Barham
The Vicarage, King's Croft, Allestree, Derby, DE22 2FN

by 17 July 2018