



"where the river flows everything will live"

Parish of Tidenham Administrative Assistant Job Description and Person Specification

Job Title	Parish Administrative Assistant* *The post carries an Occupational Requirement under the Equality Act 2010 for the post holder to have a personal commitment to the Christian faith.
Salary & Hours	£10 per hour, paid monthly in arrears by direct transfer. (£5,200pa plus payment for valid expenses) Employer's contribution of 5% into a workplace pension Initially scoped for 10 hours a week. (Flexible hours possible)
Special conditions	Fixed three-year term, due to funding available
Reporting to	The Vicar
Work Base	Until there is a Parish Office the post holder will mainly work from home. Equipment provided.
Date of issue	October 2021
Deadline for applications	Sunday 31 October 2021
Interview date(s)	Monday 15 November 2021

Background to the Role

The Parish of Tidenham is looking for an experienced and skilled administrator on a flexible, part-time basis to support the Vicar and Staff Team to enable growth in the ministry and mission of the Parish. The purpose of the role is to help facilitate the day-to-day administrative operations of the Church in close co-operation with the Vicar.

As a faith-based organisation and place of Christian worship, our beliefs are fundamental to everything we do. The post-holder will be expected to share these beliefs and work actively to support our ministry and Parish vision.

This position requires professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation, sensitivity and discretion are essential. Equally the post-holder will need organisational, communication (written, verbal & particularly IT) and interpersonal skills as well as basic financial skills.

Context

The Parish of Tidenham is in the most South Westerly corner of Gloucester Diocese, on the Welsh border between the Rivers Severn and Wye, and essentially serves as a suburb of Chepstow. It is part of the Forest South Deanery and is a Benefice in plurality with the United Benefice of St Briavels with Hewelsfield to the north.

The Parish is a 'community of communities' as each village has its own identity and life, ranging from the rural and farming community of Tidenham Chase, to Sedbury with its 1,200-pupil secondary school, to the Army Barracks in Beachley. There are 4 schools in the Parish and many voluntary & community groups and community meeting spaces. Tidenham Parish is an eclectic C of E parish (population approx. 6,000) with 185 on the electoral roll and churchmanship is diverse. There are three church buildings, offering services ranging from traditional Eucharistic worship and BCP to informal contemporary worship. There are also 2 fledging Fresh Expressions. Sunday church attendance across the Parish pre Covid averaged 140. The Parish has one PCC.

Our motto as a Parish is, 'where the river flows everything will live' (Ezekiel 47:9), which is a verse that speaks very much to our geography, and a hope as we live through and beyond the Covid Pandemic. Our Vision is '**Living Life Together in the Flow of God's Love**' (see attachment) and connects well to the Gloucester Diocesan LIFE vision. The Parish has a strong emphasis on doing **relationship** well. This works itself out with a strong emphasis on lay ministry, pastoral care, wellbeing and engagement/re-engagement in and with the community post Covid.

In addition to the PCC the Parish Staff team currently comprises of the Vicar, a Curate, an Ordained Local Minister, 2 Readers, Associate Priest, a Youth Co-ordinator and a Children, Youth & Families Missioner. There are also 4 volunteer Lay Pastoral Assistants and many other volunteers.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support the Vision, Mission and Ministry of the Parish of Tidenham

- a) As well as carrying out effective administration to enable the Parish to be served better, the post-holder will be expected to 'do relationship well', in line with the Parish vision, by being a key face and voice of the Church to the wider community on social media, email or answering the phone when liaising with parishioners, key partners and stakeholders.

2. Provide General Administrative Support to the Vicar To include:

- a) Administering the church diary, arranging appointments, setting up meetings
- b) Assisting with statutory documents and keeping Church records up to date
- c) Ordering supplies for Church ministry
- d) Encouraging, managing and working with volunteers
- e) Adhering to, and assisting with the implementation of, policies and procedures such as Data Protection, Safeguarding, Health and Safety
- f) Undertaking necessary training, supervision and support
- g) Attending Staff meetings

3. Facilitate Good Parish Communications To include:

- a) Providing administrative support to the Vicar
- b) Assisting with Parish correspondence (online, post, telephone)
- c) Acting as a point of contact for enquiries (whether online, in person, phone or post) ensuring they are dealt with politely, professionally and followed by appropriate action

- d) Assisting with the gathering of information for Parish publications
- e) Co-ordinating occasional Parish mailings online or physical post
- f) Assisting with upkeep of the Parish church website, particularly the online calendar

4. Provide Administrative Support for Worship

To include:

- a) Providing administrative assistance to the Vicar and Leaders of Worship
- b) Assisting with the accurate production of Orders of Service and Service Sheets
- c) Assisting with rotas for Worship and Celebration Services

5. Management of Churches and Group usage

To include:

- a) Managing Church bookings, liaising with users, ensuring on-going constructive dialogue

6. Building maintenance and development

To include:

- a) Providing administrative support to the Buildings Team

This job description sets out the expected duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
General	<p>To be able to maintain sensitivity, confidentiality, discretion and flexibility</p> <p>A willingness to deal helpfully, pleasantly and confidently with a variety of people</p>	<p>Willingness to learn new ways of working</p> <p>Excellent inter-personal skills, friendly and efficient</p>
Qualifications and Training	<p>Excellent IT skills, including word processing, databases, spreadsheets, graphic skills and visual presentation</p>	<p>Good level of education or equivalent experience</p>
Experience	<p>Experience of using IT packages to provide documents</p> <p>Experience of working with, or maintaining data management, filing or information systems</p> <p>General office and administration procedures</p> <p>Basic Financial skills</p> <p>Able to plan work well, meet</p>	<p>Experience of premises management and health and safety</p> <p>Experience of general accounting</p>

	deadlines, prioritise jobs	
Knowledge, skills and abilities	<p>Good organisational, administrative and communication (written, verbal, IT) skills</p> <p>Ability to use social media platforms and edit website.</p> <p>A good eye for detail</p> <p>Confident telephone manner</p>	<p>Experience, knowledge and understanding of the Church of England and Church Worship, Ministry and Mission</p>
Personal Qualities	<p>A self-starter and motivator, able to take initiative and be an effective team member</p> <p>Interested and supportive - flexible and adaptable</p> <p>A careful listener, empathetic, approachable</p> <p>Friendly, with easy-going, confident nature</p> <p>Willingness to learn</p>	<p>Ability to drive with access to car</p>

29 Sept 2021.