

# ADMINISTRATIVE ASSISTANT

Title	Administrative Assistant
Employed by	PCC of St James' Clitheroe
Responsible to	Operations Manager
Salary	£9.15 per hour
Duration	6 hours per week over 2 days
Work Base	Church Office
Holiday entitlement	3.5 days per year

## OVERALL OBJECTIVES OF THE POST

- A. To provide administrative support for St James' Church
- B. To allow the Operations Manager to be released from admin tasks to fulfil the development of the Church's vision for 2022

## SPECIFIC DUTIES AND RESPONSIBILITIES

- A. To administer room bookings, rotas and relevant paperwork on ChurchSuite
- B. To manage regular updates to the church website, including the podcast, the live stream and relevant materials
- C. To manage some parish correspondence, including post, e-mail, and answerphone;
- D. To create the weekly notice sheet, service schedules and song sheets
- E. To manage copyright licence applications and requirements
- F. To input and manage data, including personal details, from outreach events
- G. To deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees)
- H. To order supplies for church ministry including stationery, office, communion supplies, as required
- I. To manage publicity and other administration tasks as required
- J. To manage Gift Aid declarations, financial gifts and Gift Aid applications in conjunction with the Finances Team

## PERSON SPECIFICATION

- A. Must be organized, logical and efficient, with an excellent eye for detail
- B. Must be a competent user of Windows Office Software (Word, Excel, PowerPoint and Outlook)

- C. Could have knowledge and familiarity with website management, although coding knowledge is not required
- D. Must support the values and the vision of St James' Church
- E. Must be able to demonstrate the ability to be self motivated and to work independently.
- F. Must have a clear Enhanced DBS Check
- G. Must be committed to professional development.