The Parish of Pattingham with Patshull
St Chad`s Church, Pattingham with Patshull

Registered charity number 1151604

Following Christ in the footsteps of St Chad, by living out our faith; taking the church to the community and growing the church.

Part time Administration Officer

Job Description

We are recruiting an effective and confident administrator to provide reliable, friendly and forward looking administrative and social media support for St Chad's Church Pattingham.

We have active and committed congregations of all ages, with an emphasis on welcome, accessibility and inclusivity, and a strong pattern of community engagement with lots of events and activities to appeal to all ages. We are part of the Diocese of Lichfield within the Church of England, and have good relationships within our deanery and across the diocese.

The life of our parish community includes weddings, baptisms and funerals, Sunday services, activities for all ages, looking after our buildings, and fundraising.

Areas of responsibility include:

Responding in a kind and welcoming manner to the benefice phone-calls, emails, and post
Coordinating with the Vicar
Updating and developing the Parish social media presence (including making short or phone clips, supporting congregation members to make their own clips etc.)
Preparing, formatting, and printing documents, including occasional worship sheets (Using Word, Powerpoint etc.)
Supporting our Parish Safeguarding Officer - with occasional tasks
Responding to queries from the general public and those linked with the Parish already
Providing administrative support for weddings, funerals, baptisms, and pastoral meetings.
Supporting the treasurer with some invoicing and charity donations.
Coordinating with others on tasks to support church life and mission.
Communicating with funeral directors etc.
Supporting the Vicar with her diary, regular tasks and correspondence

REVIEW OF DUTIES

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar and Line Manager.

Training will be provided. As with any job, the duties will evolve and therefore a review will be offered every six months to assess any changes needed. The successful applicant will work closely with the Vicar, the Church Wardens and some PCC members. A PCC member will be designated Line Manager to offer support if required.

Summary of Main Terms and Conditions:

- The Administration Officer will be employed by the PCC for 10 hours per week, worked over at least three days, including Wednesday mornings and two further regular sessions, one earlier and one later in the week.
- The role will involve a mix of remote working and working from the church building, as agreed with the PCC line manager.
- Pay will be £15 per hour, paid monthly in arrears by BACS.
- The appointment will be subject to a six-month probationary period, with a designated Line Manager.

Person Specification			Observed Via application/ interview/ references
	Essential	Desirable	
Effective communication skills	Yes		All
Ability to prioritise and work to deadlines	Yes		Application
Experience of secretarial/administrative role.		Yes	Application / References
Ability to respect confidentiality, discretion and show compassion to others.	Yes		Interview/ References
A good command of numeracy and literacy.	Yes		Application/ interview/ References/
Experience of working with a range of I.T software, email, Microsoft programs etc.	Yes		Application / References
Ability to work in a team	Yes		Application/ interview/ References
Ability to work independently	Yes		Application / References
Design skills		Yes	Application/ Interview
Website and social media skills	Yes		Application/ Interview
Experience of volunteering/working with volunteers		Yes	Application/ Interview
Understanding of Parish Churches and their dynamics		Yes	Application/ Interview
Empathy with Christian mission	Yes		Application/ Interview