



*We aim to be a loving and welcoming Christian community: honouring God in worship, following Christ in our lives and participating in his mission.*

## Parish Office Assistant

### *Role*

The Parochial Church Council of St Mary & St Nicolas, Spalding is looking to appoint an assistant to work in the Parish Office. They will help with the day-to-day administrative operations of the church in close co-operation with the Parish Administrator, other Office Assistant, Vicar, PCC Treasurer and Churchwardens.

The post-holder will be based in the Parish Office dealing with phone and personal callers.

It is essential that the post-holder is able to work independently and use their own initiative to deal with a variety of different tasks, which may well be interrupted before they are completed, whilst remaining friendly and helpful.

Some initial understanding of the Church of England, and a willingness to learn more, will be useful.

### *Duties*

It is envisaged that tasks will include:

- producing weekly notice sheets & posters
- acting as first point of contact for routine parish enquiries (e.g. weddings, baptisms, funerals); but with particular oversight of funeral administration and arrangements for pastoral follow up e.g bereavement visiting and arrangements for the annual All Souls' service
- administering the parish diary and the Hall diary alongside other office staff;
- dealing with statutory documents, including returns, registers, certificates and applications;
- ensuring that internal notice boards are kept tidy and up to date;
- taking clear telephone messages and ensuring that they are passed on at the earliest opportunity;
- co-ordinating occasional parish mailings, both paper and electronic;
- assisting with parish correspondence, including e-mail;
- issuing invoices, taking and recording payments and handling petty cash
- undertaking filing;
- dealing with contractors - issuing keys and showing them where to go

This list of tasks is not intended to be exhaustive and is subject to review in consultation with the Parish Administrator and the Vicar.

### *Line of Responsibility*

The Parish Office Assistant will be responsible to the Parish Administrator who is in turn responsible to the Vicar on a day-to-day basis. The Parochial Church Council will be the employer. We are committed to paying all staff employed by the church at an hourly rate commensurate with a living wage.

### *Requirements*

The Parish Office Assistant will need to possess good organisational and administrative skills. S/he will be:

- discrete and ensure confidentiality of work undertaken
- aware of the importance of security;
- familiar with using Microsoft Office Professional 2010 (Word, Publisher, Outlook and Excel) or similar.
- Be required to comply with Parish Policy on Safeguarding.

### *Hours*

We are offering a post for two days (Thursday & Friday (eight hours). The office is manned between 9am and 1pm (the advertised opening times are 9.30am to 12.30pm). We expect those who work in the Parish Office to be able to work additional hours at some times to cover holidays and sickness absence, so that the office is open as advertised.

### *Salary and, Holidays*

The current salary is £8.18 per hour. The salary will be paid monthly in arrears. Remuneration will be reviewed annually.

There will be a three-month probationary period, at the end of which there will be an appraisal. Thereafter appraisal will take place annually.

During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holiday entitlement is four weeks per year plus statutory Bank Holidays. Leave should be arranged in advance with the Parish Administrator, bearing in mind the particular demands of preparation for major church festivals.

The Parish Administrator will review regularly how duties and responsibilities are shared and discuss development, common concerns and opportunities for training.

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Application should be made by **31 January 2018** to

Revd John Bennett

The Parsonage

1 Halmer Gate

Spalding

Lincs

PE11 2DR

Please include:

a letter of application

a full CV

your address and contact details.