

# Quantock Villages Benefice Administrator

Thank you for your interest in the post of Benefice Administrator.

We are looking for an enthusiastic, organised and self-motivated Administrator who can successfully balance routine work with being the first point of contact for enquirers. We are aiming for the Benefice Office to be staffed five days a week at regular times (to be agreed) so that those seeking to arrange baptisms, weddings and funerals or other events know when they can visit or phone the office to discuss their enquiries. We would be very pleased to hear from anyone interested in the post.

## *What the job involves*

- First port of call for enquiries, including baptisms, weddings and funerals, by phone or email
- Producing the weekly Benefice News and other publications
- Managing the benefice bank account, including income and outgoings, and completing annual accounts
- Designing and producing orders of service, posters and similar publications
- Liaising with the Diocese, the Benefice Ministry Team and the Churchwardens
- Maintaining the Benefice Facebook account and website
- Managing wedding administration
- Photocopying
- Other similar tasks as required

The job requires the postholder to work during the weeks before Christmas and Easter.

## *We are looking for an Administrator who:*

- has sympathy with Christian ethos
- is familiar with MS Word and email software; Excel and Publisher would be good too
- has an understanding of basic financial management
- has a confident, polite and compassionate telephone manner
- has excellent written English
- is confident in working alone, under their own initiative and is able to manage their own workload
- has excellent organisational skills
- has experience of social media

## *Experience in the following would be useful:*

- Administration in another context
- Money Manager
- Maintaining websites
- Basic church structures and terminology

## *Further details*

The Administrator reports to the Rector. The post is for 12 hours a week across five week-day mornings. It may be possible to spread the 12 hours over four days by agreement. Appropriate holiday and sickness entitlement would be given. Salary: £10/hour.

This job requires the postholder to work in the Benefice Office, Church Centre, 27 St Mary Street, Nether Stowey.

## *Application process*

If you are interested in applying for the job, please send a Letter of Application with a Curriculum Vitae (CV) to the Rector at [qv.benefice@gmail.com](mailto:qv.benefice@gmail.com) with the subject line 'Benefice Administrator'. Please include the contact details of two referees – ideally a work-related referee (paid or voluntary) and a personal referee. Your application will be acknowledged. The closing date for applications is Monday 18<sup>th</sup> October 2021 and interviews are likely to take place in late October or early November. For further details, please phone Revd Eleanor King – 01278 734777.

This post may be subject to safeguarding checks, including a DBS check.