

St Mary's Kingsclere

Job Description for Administrative Assistant

Rationale

The Kingsclere PCC has agreed to employ an Administrative Assistant to support the current Benefice Administrator. This has been agreed for 6 months and will be reviewed at a future PCC meeting.

Salary, hours and base

- £10 an hour
- 5 hours a week (can be flexible and split over 2 days - TBC)
- The post is based in the Parish office, Village Club, Kingsclere

Skills and qualifications

- Thorough attention to detail
- Excellent verbal and written communication
- Ability to work on their own
- Strong organisational skills
- Confidence in decision making
- Positive attitude
- Team Player
- Familiarity with scheduling and organisational software

Duties

- Answering calls and emails
- Produce presentation slides for services
- Arrange bookings for the church and Kingsmill room
- Upload the service rota to the Church management software - Iknow
- Produce the Parish publications including the notices, submit service information to the Parish magazine (Tower) and provide a copy of the notices and sermon CDs for those without email
- Produce posters to publicise events
- Issue certificates and orders of service for Baptisms
- Produce orders of service for weddings

The list of tasks is not intended to be exhaustive and is subject to review in consultation with the Benefice Administrator.