**Part Time Church Administrator Role**

To Be Agreed: Mon – Thursday 9am to 1PM, Tuesday afternoon and Occasional events on Saturday and Sunday in the Church office. The working times can be negotiable. The role is funded by the Church of England Strategic Development Fund for 4 years and is to support the missional activities that will help us to grow our church.

**Overall Work Accountability**

Reporting to Priest in Charge (Shelf: St Michael and St Aidan Church Buttershaw) and employed by Fountains Church Bradford.

**Responsibilities:**

Administrative Tasks

* Perform administrative tasks as requested by the clergy and Wardens.
* Respond to telephone, email and written enquiries and signposting them to the right person if you are unable to handle yourself
* Office management- photocopier, office and hospitality supplies etc
* Filing and similar duties
* Attend weekly team meetings usually on Tuesdays
* Occasional letters and emails as requested by the clergy.
* Participate in Morning prayers on Tuesday.

Communication - Publicity oversight

* Church website updating and development.
* A Church Near You’ update and development
* Support in newsletter publication and distribution
* Local community communication – banners, posters etc

Occasional Offices:

* Ensure effective administration of marriage   from initial enquiry to the wedding.
* Ensure effective administration of Baptism requests including the preparation of registers and certificates.
* Ensure effective administration of bookings for Funerals (arranging organist, verger, sound system operator, and informing other building users

Registers and Statistics:

* **C**hurch membership list updating
* Baptism, marriage and funeral contact lists, registers, form completion.
* Church linked groups and organisations – membership updates.
* Diocesan and C of E statistical returns

Secretarial:

* Minute taking and distribution as requested.
* Report writing and preparation of mission activities as requested.

Training:

* Attend appropriate training courses as approved by your line manager.
* Attend Diocesan administration and IT/communications training days/events.

SKILLS AND PERSONAL ATTRIBUTES

We are looking for someone who is.

* Committed Christian who shared our vision for mission in our context. Joining Sunday worship on occasion
* Comfortable with Microsoft Office and other related software.
* Ability to use Churchsuite and Life Event Diary or to have the ability to quickly learn this software.
* Excellent In short excellent IT Skills
* Teachable, Willing to learn, flexible and open to learn new skills & able to build good working relationships.
* Available for occasional unsocial hours work
* Well organised and methodical able to develop and manage processes
* Good team-player
* Friendly and welcoming
* Self-motivated and ability to work under pressure.
* Discreet and capable of honouring confidential communications

**How to apply:**

To apply for this post, please read the full job profile and email the following to Revd Chris Enwerem on [chris.enwerem@leeds.anglican.org](mailto:chris.enwerem@leeds.anglican.org)

1. a supporting statement, that refers to the Job Profile, explaining why you believe you can do this role.
2. a comprehensive CV including details of your achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (please note we will not contact referees without your permission).

If you would like to have a conversation about the role before applying, please contact the

Priest in Charge, Revd Chris Enwerem on 01274921389

Closing date for applications: 20 August 2023

Interviews : TBA