



The Mitre Benefice (STN) Parish Administrator and Operations Assistant

Job Description

Responsible to: Rev Tom Eagles, Vicar of the Mitre Benefice

Workplace: Based out of The Mitre Public House, 131 Earlham Road, Norwich, NR2 3RF

Contract: Part-time permanent, 20 hours per week.

Salary: Pro rata of £18,000 - 20,000 FTE (salary dependent upon experience)

Introduction

The Mitre Benefice comprises three Charismatic Evangelical churches, situated within and around the 'Golden Triangle' of Norwich. The heartbeat of the Mitre is to see people empowered by God and transformed by Christ, as we play our part in the evangelisation of the nation, the revitalisation of the Church, and the transformation of society.

The Mitre has a staff team of 16, and pre-pandemic we were a worshipping community of over 450 people, including children, young people, and students. Throughout lockdown, we embraced becoming an online church, and subscribers to our YouTube channel increased significantly, particularly among the young. As a church we seek to reach out to our local communities through the Sports Factory and our work in schools, the Love Your Neighbour Campaign, ministering in and through our local prisons and Alpha.

We are a busy, fast-paced church seeking to rebuild (post-Covid), and to lay the foundations as we prepare for the next stage of our exciting journey. We believe that this post offers an exciting opportunity to an individual who wants to exercise their administrative gift with responsibility, freedom, and in the context of growth.

Further details can be found by visiting our website: www.stn.org.uk

The Role

We are seeking to appoint an individual who has strong administrative skills to assist the Vicar and staff team in delivering consistently across the following areas: Administrative support to the Vicar, Parish administration, and operational support:

Administrative Support to the Vicar

- Dealing with email communication to and from the Vicar.
- Diary Management for the Vicar.
- Other administrative tasks as directed by the Vicar.

Parish Administration

- To work at the centre of the church office, with both an inward and outward focus.
- Fielding questions and enquiries on the telephone and via hello@stn.org.uk.
- Office management and general administration.
- Leading the administration of baptisms, funerals, and weddings in support of the clergy team.
- Maintenance of parish registers.
- Ensuring that registers and other returns to the Diocese and Church Revitalisation Trust are completed in a timely manner.
- Provision of administrative support in preparation for Sunday worship.
- Management of the Benefice-wide 'Connect' process.

Operational Support

- Management of church and church hall bookings.
- Monitoring and ordering office supplies and consumables.

Hours

- This is a part-time, permanent position, involving 20 hours per week (based out of The Mitre Public House).
- Monday to Friday, 0930-1400 (with an unpaid 30-minute break each day)
- There is also a holiday entitlement of 25 days per year.
- Time off in lieu for agreed overtime.

Person Specification:

	Essential	Desirable
Requirements		
The Mitre is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and are expected to share this commitment. Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including a satisfactory Enhanced DBS with Barred List Check or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct.	X	
There is an Occupational Requirement under the Equality Act 2010 for the applicant to be a committed Christian.	X	
To be (or become) a committed member of one of the worshipping communities that make up the Mitre Benefice, supportive of our vision and values, regular in Sunday worship, and actively participating in the life of the church.		X
Experience		
Previous PA experience.	X	
Working within a large organisation (secular or church).		X
Skills		
Excellent computer/IT skills.	X	
Good personal administration, motivation, time-management	X	
Fluent, clear, and concise spoken and written English.	X	
An ability to multi-task and to see jobs through to completion.	X	
Exceptional people, interpersonal and relational skills.		X
A team player and able to play an effective part in teams.		X
Experience of a church management system e.g. ChurchSuite.		X
Other		
A willingness to engage in the vision and prayer life of the church.	X	
An ability to work well under authority.	X	
An absolute commitment to confidentiality and discretion.	X	
A willingness to contribute to church-wide events.		X

Notes

This job description does not form part of the employee's contract of employment. With consultation, the precise duties and responsibilities of the role may be expected to change over time.

This role will require an enhanced DBS check.

Current Structure of the organisation

The current structure of the Mitre Benefice staff team, within which this post will sit, is as follows:

- Vicar
- Associate Vicar (full time)
- Associate Vicar (part-time)
- Associate Vicar (part-time, self-supporting)
- Curate
- Lay Minister
- Worship leader (currently vacant)
- Children's leader
- Sports Factory leader
- Head of Creative & IT
- Head of Love Your Neighbour
- Filmmaker
- Sanctuary 'Coffee Stop' Manager
- Planting Interns x2
- Parish Administrator and Operations Assistant (this role)

Terms & Conditions

Post is subject to an initial probation period of 6 months.

25 days annual leave.

Salary dependent on experience.

Applications

Closing date for applications: 1200 on Friday 7th January 2022

In-person interviews: Monday 17th January 2022 (The Mitre, 131 Earlham Road, NR2 3RF)

For an informal conversation about the role, please contact Rev Tom Eagles (tom.eagles@stn.org.uk)

Or, to apply for this position, please send a covering letter of no more than 350 words and your latest CV to tom.eagles@stn.org.uk.