

Parish Administrator

St Peter Mancroft Church, Norwich

This is a job share position working in a busy office in which you will play an integral part in the life of this city centre church.

15 hours per week worked Wednesday, Thursday and Friday between the hours of 0930 and 1430.

Currently £9,438 per annum, reviewed annually. Annual leave entitlement 84 hours plus your entitlement to all bank and public holidays.

DBS check required.

The Parish Office is located at Chantry Hall, Chantry Road, Norwich, NR2 1QZ.

It is the hub of communications and administrative support for the work at St Peter Mancroft. Including support to the Vicar and the clergy team and others associated with worship and events.

Responsibilities:

- Be the public face and first contact point at the Church office
- Maintain the efficient working practices of the Administrative Team
- Provide administrative support to the Vicar, Clergy team and other key personnel
- Provide administrative support to the running of Chantry Hall, including lettings and the car park
- Facilitate all communication channels within the Church and liaise with external organisations
- Control and maintain all essential documentation diaries and rotas
- Produce in-house media and service publications in conjunction with the Communications Officer
- Provide PA support to the Vicar
- Committed to safeguarding within the Church
- Other responsibilities which may become appropriate as the Vicar shall direct

Essential requirements:

- Possess a strong work ethic, commitment and personal standards
- Be both a team player and able to handle sensitive and confidential issues
- Confidence in IT skills (key software includes Microsoft Word, Excel, Publisher, website, YouTube channel (training will be given)).
- Proficient in English, both oral and written
- Willing to participate in continuing professional development and apply appropriate new skills

An understanding of how the Church of England operates would be useful but candidates need not be members of a church community, although they should be in sympathy with our aims and priorities.

Closing date: 30.10.23

HOW TO APPLY

Apply to Len Hobson (secretary@stpetermancroft.org.uk), to explain your interest in the post, attaching your CV and to request the job description. For an informal conversation, please ring Len Hobson on 0771 267 0926.