



Job Description: Parish Administrative Assistant

Employer:	The Team Rector (TR) and the Parochial Church Council of the Ecclesiastical Parish of Great Yarmouth (PCC)
Brief description of role:	To support the parish with administrative services
Place of work:	Great Yarmouth Minster, Church Plain, Great Yarmouth, NR30 1NE
Line Manager:	The Team Rector
Other Key Relationships:	The members of the Ministry Team, Churchwardens, PCC Treasurer, parish staff and volunteers
Hours of work:	12 Hours. 4 mornings per week including Friday 9.00am to 12.00pm
Remuneration:	£13.71 per hour. Great Yarmouth PCC is a living wage employer

Overview To provide administrative support to the parish by taking responsibility for routine administrative tasks, diary co-ordination and being a first point of contact for enquiries during agreed office hours.

This post is based in the parish office at Great Yarmouth Minster and while this is a busy place there will be times of working alone. Our area is the whole of the parish of Great Yarmouth including two daughter churches: St Mary's Southtown and St Paul's Newtown as well as the Minster Mission on Admiralty Road. Due to pastoral matters confidentiality and discretion must be maintained at all times.

Key Tasks

1. To **staff the Parish Office** during agreed working hours
 - a. Answer telephone, respond to e-mails, take messages and deal with routine enquiries as they arise
 - b. To maintain and update parish data lists
 - c. To notify webmaster of details to be published on the website / social media
 - d. To keep the Parish Office in good working order and arrange filing as necessary
2. To prepare the **weekly notice sheet** including
 - a. Weekly readings, service times, notices from the parish, weekly music schedule, prayer list
 - b. To liaise with ministry team concerning notices / events
 - c. To print and distribute to the churches
3. To administer the bookings for **weddings** including
 - a. To input and maintain the data to online Life Events Diary
 - b. To monitor payment of all fees
 - c. To ensure vergers / bell ringers / musicians are aware of bookings at least 2 months in advance
 - d. To prepare the banns book at end of each month
 - e. To despatch banns certificates as necessary
 - f. To ensure Marriage Documents are returned to Register Office promptly after wedding ceremony
4. To administer **baptisms** including
 - a. To input and maintain data to online Life Events Diary
 - b. To ensure stocks of leaflets and forms are ready

- c. To check details of godparents are received
- d. To prepare candles and cards for baptisms
- 5. Safeguarding
 - a. To support volunteers in applying for DBS checks
 - b. To maintain parish database of DBS checks
- 6. To maintain **bookings diary** for all PCC properties: Minster, St Paul's Hall & Church, St Mary's Hall & Church and Minster Mission
 - a. Handling enquires for bookings advising of costs and issuing booking forms.
 - b. To receive and check booking forms paying close attention to timings, details and especially safeguarding assurances.
 - c. To update bookings on online calendar
 - d. To send out invoices and collect any fees, car parking etc.
 - e. To advise caretakers / vergers of bookings
- 7. Support the PCC
 - a. Circulation of agendas, papers and minutes to PCC members prior to PCC meetings
 - b. Being parish contact for Diocese of Norwich
- 8. Stock taking and maintenance
 - a. Monitor and order of office supplies / stationery
 - b. Monitor and order kitchen / caretaking / sacristy supplies

Person Specification

	Essential	Desirable
Qualifications and Experience		
Proven experience in an administration role	X	
Experience of handling finances		X
Experience of working within GDPR regulations		X
Knowledge and Skills		
Good communication skills, both written and verbal	X	
Excellent interpersonal skills and the ability to deal with all people	X	
Attention to detail, accuracy and thoroughness in all aspects of the work	X	
Very organised with good administration skills	X	
Personable Attributes		
Willingness to work on own initiative and be accountable with good attention to detail	X	
Reliable and able to maintain confidentiality	X	
Calm and professional disposition	X	
Self-motivated, positive and enthusiastic	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich	X	

Summary of Terms and Conditions

Role	Administrator
Hours	Part-time -15 hours per week including office time on a Friday Pay would be the National Living Wage of £13.71 per hour
Annual Leave	60 hours plus 8 public holidays
Term	Permanent. Probationary period will be 6 months.
Base	Parish office located Great Yarmouth Minster
Contract	The contract of employment will be with The PCC of the Parish of Great Yarmouth
Status	The successful applicant will need to show proof of right to work in the UK and a enhanced DBS check before taking up the post.

The Parish of Great Yarmouth is an equal opportunities employer and values diversity. The Parish is a member of the Inclusive Church Network.

Successful candidates will be required to undertake an enhanced DBS (Disclosure and Barring Service) check and complete the required Church of England Safeguarding Training within 4 weeks of starting in post.

For informal conversation contact Revd Simon Ward rector@gtyarmouthminster.org

To apply please send a recent CV and covering letter to office@gtyarmouthminster.org . Please include details of three people willing to act as references one of which, being your most recent and/or current employer.

Closing Date: Friday 27th February 2026

Interviews: Thursday 12th March 2026