



## Benefice Administrator



We are looking to appoint, from March 2023, a part-time **Administrator, to work with the Rector and Church Family, to enable the smooth running of the church as we seek “to be a church focused on Jesus, so that we love one another, serve the parish and touch the world” (as expressed in our long-standing Vision Statement).**

**Salary:** £11-15k depending on experience (£22-30k full-time equivalent) **Part-time:** 20 hours per week **Accommodation** is not provided, although we could help find, e.g. lodgings with a household of the church family at a reasonable rate.

**Closing date for applications:** 26<sup>th</sup> January 2023 **Interview date:** Monday 6<sup>th</sup> February 2023 (unless also applying for the Children's and Families' Minister post, in which case we will interview you for both posts on Sunday 29<sup>th</sup> January)

Church life necessarily involves a lot of volunteers, which will naturally tend towards chaos but in this role you can, with good humour and a relaxed but firm and organised approach, bring order. We have a church office for which you would be responsible and in which you would need to spend some time, and be available to meet people there. But in recent years we have developed flexibility in remote working, and some of your work could certainly be done from home.

You would be the primary handler of incoming church email enquiries, and would oversee the administration of baptisms, weddings and funerals; room hire; church keys; supplies; printing; and church contact lists. A major new component of the job will be to become one of our Parish Safeguarding Officers to do the bulk of the admin for one or two volunteers sharing the role. Regular communication with the Diocese of Bath & Wells, with the St Nicholas' and St Mary's Church Families, the Rector, Churchwardens, Treasurers, and with the local community including Bathampton Primary School (with whom we have a close relationship although it is not a church school) will all be important for the role and regular (at least once a month) attendance at our church services essential.

You would need to be comfortable with communicating warmly (in person, by phone, and by email) with a range of people inside and outside the church, sometimes in periods of stress for them. You should have experience of using computers at least for using websites (and perhaps editing them), emails, spreadsheets and word processing. Our systems rely on Microsoft OneDrive, Word, Outlook, Powerpoint and Excel; you should be at home in that world and, though you are not required to be an IT specialist, able to learn and keep up with developments.

Our church families are not as ethnically diverse as we would like to be! Applications are welcome from people from any ethnic group. **Please note that we are also advertising for a part-time [Children's and Families' Minister](#), and the two posts might preferably – but not necessarily – be filled by the same person.** That pastoral ministry post has an occupational requirement that the person appointed be a committed Christian, with clear Biblical convictions and able to teach; **this administrative post would be open to someone less far on in their journey.** Whether or not personally convinced, you would need to be content to support – and not undermine – the work of the church, understanding with the above Vision Statement that the church needs to obey the Lord Jesus' command to “*go and make disciples of all nations, ... teaching them to obey everything I have commanded you.*” (Matthew 28:18-20). An enhanced DBS check will be required for the Safeguarding Officer element of this role.

For an **informal conversation** please contact Jonty Frith [rector@stnicholasbathampton.org.uk](mailto:rector@stnicholasbathampton.org.uk) / 07905 883075; or Churchwardens [annamollieyoung@gmail.com](mailto:annamollieyoung@gmail.com) or [paulj.bryant@icloud.com](mailto:paulj.bryant@icloud.com) . To **apply for this post**, please ask Jonty Frith for an application form, and return to him including contact details of two referees: [rector@stnicholasbathampton.org.uk](mailto:rector@stnicholasbathampton.org.uk) before the closing date.