



The PCC of All Saints Church
Petersfield Road
Winchester
SO23 0JD

01962 435003
office@eastwinchester.org

All Saints Church Administrator Job Description

April 2024

Title: Church Administrator

Employed by: All Saints PCC.

Line management: The Rector

Accountable to: All Saints PCC

Supported by: All Saints Church leadership team

Work base: All Saints Church, Winchester

Hours of employment: 10 hours per week, days and times to be negotiated

Annual leave: 4 weeks per year, to be taken in negotiation with line manager.

Salary: £6,468 per annum (Full time equivalent £24,255)

Start date: June 2024

All Saints Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS Check.

Vision - Rooted, Living, Growing

All Saints is the parish church for those living in Highcliffe, St Giles Hill and Chilcomb - part of the East Winchester Benefice in the Diocese of Winchester. We offer a warm and friendly welcome to all as we seek to know Jesus, make Him known and live out our faith as best we can.

We are seeking a Church Administrator to help us bring about this vision. This key position enables us to better support our communities, and all those who live in our parishes, by improving our communication, efficiency and pastoral care. The successful candidate will be a gifted administrator, creative thinker and prayerful companion.

Principle objectives

- a. Support those in leadership roles across the benefice (lay and ordained) to deliver their ministry and serve our community.
- b. Coordinate the calendar of worship, occasional offices and team rotas.
- c. Improve parish communication, respond to enquiries and manage planned communications



The PCC of All Saints Church
Petersfield Road
Winchester
SO23 0JD

01962 435003
office@eastwinchester.org

The duties and responsibilities of the role are:

1. Office administrator role responsibilities
 - a. Support those in leadership roles across the benefice (lay and ordained) with secretarial duties. (Including printing, photocopying, diary management and group email support)
 - b. Administer Occasional Offices enquiries and follow up, ensuring iKnow is kept up to date with all information from those involved.
 - c. Support volunteers, ensure induction and ongoing admin needs meet
 - d. Ensure the leaders of various ministries remain compliant in terms of our CCLI licences / insurances / etc.
 - e. Ensure the churches are stocked with the necessary supplies for all hospitality
 - f. Administer the record-keeping and electronic systems across the benefice, ensuring GDPR best practice is followed by all
 - g. Coordinate policies and procedure review and implementation.
 - h. Managing the small expenses account; this involves ordering supplies using the funds, paying expenses that the team incurs when planning events and monthly bank reconciliations
2. Support church services
 - a. Coordinate the calendar of worship and occasional offices. Particularly the diary of special or seasonal service in good time to ensure maximum reach and engagement.
 - b. Administer the various rotas in iKnow to enable worship to happen.
 - c. Support the clergy with creating the digital and print assets necessary for worship.
3. Communications
 - a. Staff the Benefice office / phone number / email address with an initial response times of within 1 working day. (That can be a holding message) and supervise volunteers to extend the available hours of the office function.
 - b. Be responsible for the outbound communication around occasional offices, including sympathy cards, anniversary cards and invitations to future service and events.
 - c. Coordinate ticketed events using the capabilities in iKnow.
 - d. Social and print media: schedule posts, print materials and arrange distribution highlighting upcoming services and events, courses and programmes, etc.
 - e. Promote the church facilities to the communities we serve.

Undertake other tasks as may be deemed appropriate by his/her line manager.



The PCC of All Saints Church
Petersfield Road
Winchester
SO23 0JD

01962 435003
office@eastwinchester.org

Essential skills and experience

- Strong communication skills
- Administration experience, including electronic diary management and record keeping
- IT skills, including word processing, database management and basic spreadsheets, etc.
- Ability to work alone, setting priorities and using initiative
- Ability to listen and respond appropriately to a wide range of people and ensure confidentiality
- Willingness to learn and use internet-based technologies such as Google Documents/Calendar and social networking sites.
- Commitment to the protection and safeguarding of children, young people and vulnerable adults.

The person appointed will be expected to work within the policy and procedures of All Saints Church safeguarding policy and will be required to attend relevant safeguarding training.

Management Support Structure

Apart from the management structure above, the Church Administrator would have pastoral and mentoring care from prayer partners and support from the PCC. We want our new Administrator to feel supported and loved at All Saints.

To apply

Please submit a:

1. CV
2. Cover letter explaining why you would be a good fit for the role
3. [Church of England Confidential Declaration form](#)

by **16 May 2024** to office@eastwinchester.org.

We will let you know by Monday 20 May if we are offering you an interview. Interviews will be held the afternoon of Friday 24 May.

This post is exempt from the Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the fact that the post/role is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations. We ask candidates to complete the Church of England Confidential Declaration form as part of the application process..

If you have any questions please contact office@eastwinchester.org.