

Job Title: Benefice Administrator
(Part-time 12-16 hrs per week, negotiable)

Salary: Real living wage (£13.45 per hour as at April 2026)

Place of work: St Gregory's Church Office (some homeworking negotiable)

Reports to: Manager (the Incumbent)

Supported by: A designated church member, on instruction of PCC

Overall purpose of the post: To provide administrative support to the Benefice.

MAIN DUTIES & RESPONSIBILITIES

1. Office management and general administrative services

- a. Provide general administrative support to the Incumbent (NB: the BA should have access to the incumbent's diary, for clarity).
- b. To maintain and update the online Church Diary.
- c. Assist with the preparation of statutory documents, including statistical returns, registers, certificates and applications; ensure that church records are kept up to date (e.g. register of baptisms and funerals, marriage banns).
- d. Order supplies for church ministry incl. communion supplies, candles etc.
- e. Maintain and keep lists of church key holders.
- f. Maintain and update a contact list for all individuals with volunteer roles within the Benefice, e.g. Church Wardens, Safeguarding Officer, Permission To Officiate Clergy, Licensed Lay Ministers, Parochial Church Council members
- g. Undertake any other administrative duties which may reasonably be required, by mutual consent with the Incumbent.
- h. To be responsible for maintaining relevant data, spreadsheets and contact information where appropriate and within GDPR guidelines.
- i. To keep notice boards up to date (at St Gregory's).

2. Parish communications

- a. Act as a first point of contact for enquiries whether in person, or by phone, post, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action.
- b. Manage all parish correspondence, including post, email, and voicemail.
- c. Compile, and distribute by email, a regular diary of events, services and activities within the Benefice (frequency to be agreed when in post).
- d. Keep the church website and 'A Church Near You' platform updated.
- e. Post on and manage social media platforms on direction from the incumbent.
- f. Co-ordinate occasional parish mailings as and when required including electronic communications and printed items for distribution.
- g. Prepare posters/leaflets/flyers advertising church events, as required.
- h. Co-ordinate production of each parish's Annual Report in preparation for the Annual Parish Meetings across the Benefice.
- i. Provide administrative support to the incumbent, when celebration services (baptisms, weddings, funerals) are being organised and arranged.

3. Administrative Support for Worship

- a. Ensure the accurate production and uploading of the worship service PowerPoint presentations (for St Gregory's), from given content.
- b. Produce and distribute the bi-monthly Ministry Team rotas after discussion and liaison with the incumbent.
- c. Maintain, co-ordinate and distribute bi-monthly rotas for Sunday worship including intercessors, readers, lay assistants for communion and welcomers.
- d. Manage copyright licence applications and requirements.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• Proven IT and keyboard skills• GCSEs (or equivalent) in English and Mathematics	
Experience	<ul style="list-style-type: none">• Having worked in a similar role (whether in church or secular setting)	<ul style="list-style-type: none">• An understanding of church mission and ministry
Knowledge, skills and competencies	<ul style="list-style-type: none">• Having sympathy with the aims, missions and values of the Church of England• Excellent interpersonal and communication skills, both written and oral• Strong attention to detail• General office, clerical and organisational skills• Confident IT literacy (particularly with Microsoft Office, social media and website programs)• Strong planning skills with ability to work autonomously and manage workload effectively• Having the ability to work to deadlines	<ul style="list-style-type: none">• A knowledge of church worship and ministry
Personal Qualities	<ul style="list-style-type: none">• Experience of dealing with matters of a confidential nature, being able to show sensitivity and compassion• The ability to manage the unexpected• To enjoy learning and new experiences• To respond well under pressure	