

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 	