

Job Advertisement

Bedford Area Dean PA & Bedford St John and St Leonard Administrator

We are looking for a friendly, organised person to join our team. The job will be based at St John's Church Bedford with two key roles: Deanery Administrator (up to 5 hours per week) and St John's and St Leonard's Church Administrator (10 hours per week). It is anticipated that there will be an opportunity to pick up more hours working on administration tasks for another local church if desired.

The times and days of employment are flexible and can be agreed with the successful candidate. The salary will be £12.50 per hour for a minimum of 15 hours per week, based on being self-employed. This will be paid monthly in arrears. Both roles will include occasional evening meetings.

The role will require someone with good computer and communication skills. Also someone who is happy to work both independently and as part of a team.

Holiday entitlement is four weeks holiday pro rata per calendar year. This is to be taken by arrangement with the Area Dean and Minister at St John's church.

We would prefer to appoint a person on a self-employed basis, but would consider direct employment if appropriate.

The Area Dean Administrative role is dependent upon Diocesan funding to support the Area Dean in administration. Should this funding cease, that part of role would cease also unless other sources of funding became available, subject to the notice period indicated above.

For more information and full job specification please contact Mrs Hilary Searle (Churchwarden) by e-mail to St John & St Leonard Church Bedford stjohnschurchbedford@btinternet.com , by phone on (01234) 320045 (answerphone) or on the St John and St Leonard website <https://www.stjohnsandstleonards.org.uk>

Job specification
Bedford Area Dean PA and
Bedford St John and St Leonard Administrator

PERSON SPECIFICATION

We are looking for someone who has the following attributes:

- Excellent organisational and communication skills
- Strong attention to detail
- A warm, friendly and welcoming personality
- Understands confidentiality and professionalism
- Excellent IT skills
- The ability to work under pressure
- Open to training and learning new skills

PRINCIPLE RESPONSIBILITIES AND DUTIES

For the Area Dean

- to provide administrative support in respect of Area Dean and Assistant Area Dean's correspondence and communication, maintaining contact lists in accordance with GDPR regulations, filing, planning, taking minutes at meetings and coordination of travel, meetings and events
- to contribute to the planning and delivery of specific Deanery and Diocesan related projects and events
- to oversee and manage the Deanery website
- to liaise with Deanery staff, wardens and church members to facilitate all of the above.

For St John and St Leonard

- Perform administrative tasks as directed by the Minister and churchwardens.
- Be responsible for the day to day running of the church office.
- Deal with written/email/telephone enquiries and direct to others as necessary.
- Offer administrative support to church wardens and the Parochial Church Council (PCC). Attending 6 PCC meetings per year, acting as PCC secretary. This includes preparing and distributing agendas, attachments and minutes.
- Preparing for the Annual Parochial Church Meeting, including posting statutory notices, managing elections, attending and minuting the meeting, submitting returns to the Diocese.

- Prepare some rotas (e.g. for Sunday morning Intercessors etc.)
- Order and store stationery/office supplies as required.
- Write occasional letters and emails as directed by the Minister or churchwardens.
- Dealing with church and car parking bookings including enquiries, invoicing and letting agreements relating to St John and St Leonard Church
- Maintain the church diary and ensure effective administration of bookings relating to all rooms within the three buildings.
- Ensure effective administration of marriage and banns requests from initial enquiry to register/return entries.
- Ensure effective administration of Baptism requests including the preparation of registers and certificates.
- Ensure effective administration of bookings for Funerals (arranging organist, vergers, sound system operator, and informing other building users).
- Be responsible for compilation and maintaining of parish leaflets and posters and appropriate publicity (e.g. Easter & Christmas).
- Keep the display of church leaflets and posters tidy and up to date.
- Produce and distribute the weekly notice sheet (email & hard copies).
- Maintain basic records, collate simple statistics and submit them to the Diocese in conjunction with the minister and churchwardens.
- Ensure GDPR policy is adhered to within the administrative function.
- Update the church website content, calendar, news items (training will be provided).
- Advertise church events on the church Facebook and Twitter / "X" accounts (training provided).
- Set up and maintain group/bulk email lists.

CONDITIONS OF EMPLOYMENT

- In addition to the above, the following conditions apply.
- The PCC and Deanery are committed to the safeguarding and promoting the welfare of children, young people and vulnerable adults. The administrator / PA is expected to share this commitment.

- The post is subject to a suitable pre-appointment check, including a satisfactory enhanced DBS check and completion of relevant safeguarding training.
- The appointee should be favourably disposed towards the ethos and beliefs of the Church of England.
- If Self Employed, the appointee shall be responsible for arranging and paying their own tax and National Insurance contributions and making their own pension arrangements. Evidence of such shall be provided as requested.
- A Probationary period of 3 months applies.
- Holidays must be agreed in advance with the Minister, churchwardens and Rural Dean.
- The post is subject to one month notice of termination by either the Area Dean, Minister or the appointee, in writing.

NOTE: "The Church", "The PCC" and "The Churchwardens" refer to the church of Bedford St John and St Leonard.

A Suitable form of contract would be prepared for a self-employed appointee.

To apply please send a copy of your CV and a covering letter to Mrs Hilary Searle (Churchwarden) by e-mail to St John & St Leonard Church Bedford stjohnschurchbedford@btinternet.com

Closing date for applications is 31st July 2024.