

St Andrew's Church and Christ Church, Eaton, Norwich

Job Title: Administrative Assistant

Job Description and Person Specification

Salary: £7,280 (in the light of the Living Wage Foundation rate of £8.75 per hour), plus 5% pension contribution.

Hours: 16 hours week (including core hours: 10am-12noon, Monday to Friday), plus possibility of overtime.

JOB DESCRIPTION

1. Main functions of job:

- a. Provide an appropriate welcome to those making contact with the Parishes Office.
- b. Be responsible for the administrative running of the Office.
- c. Ensure effective responses to telephone, email, post and all other communications.

2. Accountability:

- a. Responsible to the Finance and Administration Officer, who will act as line manager.

3. Main responsibilities:

RECEPTION:

- a. Provide an appropriate welcome to all visitors and those who telephone the office during the agreed Office opening hours.
- b. Provide a welcoming, tidy and efficient reception environment for regular users of the Office, the Church Hall facilities and for all other callers.
- c. Deal with all enquiries received in person, by phone, post or email.

ADMINISTRATION:

- a. Oversee the bookings and ensuring the calendar is kept up-to-date with all appropriate tasks and events for both churches, and for St Andrew's Church Hall.
- b. Ensure all photocopying or printing requests are carried out accurately and on time.
- c. Order church and office supplies, including stationery and cleaning.
- d. Assist in administration and record-keeping for all baptisms, weddings and funerals, and maintain all burial records.
- e. Carry out filing.
- f. Assemble reports for annual review documentation.
- g. Oversee the distribution procedures for the Parishes magazine, including the production of subscription renewal letters and the maintenance of distributor lists.
- h. Assist in the maintenance of GDPR records.
- i. Provide occasional cover for the Finance and Administrative Officer in tasks such as banking, processing cheques and cash, and producing invoices.
- j. Oversee the printing of parish cards and leaflets (for example at Christmas, Easter and Harvest).

OTHER:

- a. Undertake other reasonable responsibilities as required (some of which may be taken as overtime).

PERSON SPECIFICATION

1. Personal characteristics

Essential	Desirable	How demonstrated
Open and sympathetic to the Christian faith and the aims of the Church of England.	An active Christian faith.	Application form, interview, interview tasks, references.
A 'people-person', customer focused, with excellent interpersonal skills.		Application form, interview, interview tasks, references.
Ability to show initiative, to display honesty and integrity, and to maintain confidentiality.		Application form, interview, interview tasks, references.
Flexible and well organised; able to manage time and priorities in a busy open office.		Application form, interview, interview tasks, references.
Able to work to deadlines and with interruptions, and to thrive under pressure.		Application form, interview, interview tasks, references.
Be a good listener, able to deal with challenging personalities and circumstances appropriately and with sensitivity.		Application form, interview, interview tasks, references.

2. Qualifications, knowledge and experience

Essential	Desirable	How demonstrated
Five GCSEs including English, Mathematics (grade C or above) or equivalent.	Committed to continuing personal and professional development.	Application form, certificates, references.
Good IT skills, with experience of MS Windows & MS Office (internet browser, email, word processing and spreadsheets).	Experience of using mail merge.	Application form, interview tasks.
Experience of maintaining sound and effective working systems in a busy office environment.	Experience of financial administration.	Application form, interview.
Experience of working in teams.	Experience of coordinating the work others.	Application form, references.
Experience of maintaining a welcoming, open, reception service and of providing well-coordinated administration.		Application form, interview, references.

APPLICATION: By application form only, from: www.eatonparish.com
To be sent by email to: administrator@eatonparish.com

CLOSING DATE: 29/06/18
DATE OF SHORTLISTING: 03/07/18
DATE OF INTERVIEW: 12/07/18 (10am-4pm)
START DATE: 03/09/18 (open to negotiation)

For further information: www.eatonparish.com