

PARISH ADMINISTRATOR

ST GEORGE & ALL SAINTS', DOUGLAS

In this part time position no two days are the same and core duties will include premises management, preparation of notice sheets, posters and leaflets & administration of events.

The Role...

Working 11 hours per week, you will work closely with the Vicar, and will be in regular contact with the Church Wardens, Verger, Organist/Choir Leader amongst others. Day to day operations will include:

- Design and produce weekly notice sheets, orders of service, posters and leaflets
- Manage the administrative aspects of events such as weddings, funerals and baptisms
- Offer administrative support to the Vicar
- Act as data controller for Parish records (Electoral Roll, database etc.) and ensuring that the Parish is compliant with GDPR
- Order supplies including Church requisites
- Be the first point of contact for enquiries from the public
- Deal with all bookings for the Church and update the online diary with hire details
- Issue invoices to users and liaise with the treasurer to ensure invoices are paid on time
- Deal with regular maintenance personnel and liaise with contractors

About You...

You will have a professional and sensitive manner in dealing with members of the public, and in fostering good relationships with staff and church officers, other regular contacts and volunteers. You should have:

- Previous administration experience
- Good IT skills including Microsoft Word and Excel
- A capacity to work without supervision and the ability to handle multiple tasks and work to deadlines
- Reliability and discretion in dealing with confidential or sensitive matters
- Familiarity with updating social media pages and websites using a content management system
- Knowledge of GDPR

The Reward...

You will get:

4 weeks paid holiday plus statutory holidays
11 hours per week contract, with days to be agreed with the Vicar/wardens
Competitive hourly rate
Car Parking Space for Church Business

To apply, please send your CV to sgasparishoffice@gmail.com by 31st March 2022.

All applications will be dealt with the strictest of confidence.