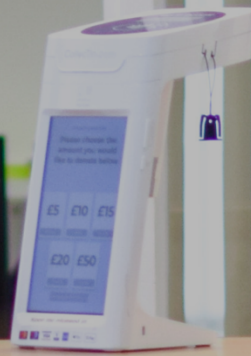


Church Office
Church Office

Office Administrator



LADIES' CLOTHES EXCHANGE
ST MARY'S CHURCH
CHURCH ROAD, FERNDOWN BH22 9EU

FRIDAY 17TH MAY 2024
AT 7.30PM



scan the QR code
to book online

"Let's Swish"

TICKETS £5
(WITH BUBBLY
AND CARE)

Bring along any ladies clothes, shoes & accessories you no longer want to St. Mary's Reception Desk from Wed 15th May (9.30am-4.30pm) until Friday 17th May at 12.30pm

Please ensure all items are clean and in good condition

On the night - select, try on and take home any items you choose

Any left over clothes will be donated to local charities

THURSDAYS 8TH MAY | 13TH JUNE | 4TH JULY

**pizza
game
youth
night**

TABLE TENNIS | FOOTBALL TABLE | TEAM
TABLE GAMES | CAFE | SCHL YR 7-13

BOOK YOUR PLACE AT:
STMARYS-FERNDOWN.ORG.UK/YOUTH

St Mary's Ferndown

St Mary's Ferndown

Part-time Office Administrator

Could you be our new part-time Office Administrator?

St Mary's is a vibrant charismatic evangelical Anglican church. In addition to the church building, we have a large Beacon complex with a large hall and 4 additional rooms which we use for various church groups, as well as hiring them to outside venue hirers during the week. We also have a large café (The Beacon Café) which is open from 9am-3pm, Monday to Friday.

Due to the promotion of our current Church Administrator to Church Manager, we are in need of additional admin support for the Church Office.

If you are excited by some or all of these opportunities and think God might be calling you to join our team, we'd love to hear from you!

Role Description

This Role Description is non-contractual. This post is subject to Salisbury Diocese Safer Recruiting procedure, including satisfactory outcome of appropriate enhanced DBS criminal records check; and to evidence of entitlement to work in the UK. There is a genuine occupational requirement for this role to be filled by a practising Christian in accordance with the Equality Act 2010.

Summary

Role Title:	Office Administrator
Reporting to:	Church Manager
Role Overview:	Administrative support to the Church Manager and Finance Administrator
Employment:	This is a part-time position of 12-15 hours per week, and a fixed-term role for one-year with the possibility of the role being extended or made permanent
Review:	The role is subject to a three-month probationary period, followed by regular reviews.
Salary:	£11.44 - £12 per hour (dependant on experience)
Location:	St Mary's Church, Ferndown
Times	4 or 5 weekday mornings, 9am-12.00pm

Core Responsibilities

- Reception duties dealing with general enquiries from people who come to the desk.
- Deal with telephone enquiries and direct calls to the relevant member of staff.
- Perform various administrative tasks as requested by the Church Manager
- Use Microsoft Outlook, Word, Publisher, PowerPoint, Excel, Google calendar etc.
- Administration for baptisms, weddings and funerals, including providing quarterly return to the Diocese:-
 - Ensure effective administration of marriage requests from initial enquiry to register/return entries and certificates and to liaise with other relevant persons. Also to arrange for Banns of Marriage to be paid for, read and certificates issued.
 - Ensure effective administration of baptism requests including the preparation of registers, certificates, cards, etc.
 - Ensure effective administration of bookings for funerals (arranging organist, vergers sound desk operator – as required)
- Using ChurchSuite (our computer-based church management system)
- Selling tickets and booking people in for events, courses etc.
- Photocopying, shredding, guillotining and collating papers
- Keep the church leaflets and flyers tidy and up to date on the Reception Desk.
- Directing visitors to the correct venues and giving resources to venue hirers
- Checking postbox and emptying recycling bin

- Signing keys in/out for those who need them
- Sending out Prayerlink emails
- Participating in general staff gatherings
- General admin duties

What We Offer

- Friendly and supportive team environment where individuals are encouraged to use their gifting to shape mission and ministry
- Weekly prayer times for staff, annual away days and regular staff social events
- Regular line management catch-ups for support, direction and accountability
- Enrolment in the occupational pension scheme in accordance with current legislation, with the option to opt-out if desired
- Annual leave entitlement - 25 days per year, plus 3 compulsory days between Christmas and New Year (pro rata), plus bank holidays.

Working Specification

- All staff may be called upon to undertake other duties in support of the staff team
- All staff are expected to actively seek to identify, equip and resource emerging leaders
- A DBS and other safeguarding checks will be required. All St Mary's Church staff undertake regular, compulsory Safeguarding training
- Staff will often be dealing with vulnerable people, confidential financial and personal information or issues of a sensitive nature
- Staff will also need to be aware of the data protection issues surrounding the role

Person Specification

Skills and Qualities

We are looking for someone who:

- A genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) part 1 applies.
- Is highly motivated and demonstrates high levels of initiative.
- Has excellent organisational and communication skills.
- A warm, friendly and welcoming personality
- Is a team player who will work well with the staff team and volunteers
- Understands confidentiality and professionalism
- Excellent IT skills
- The ability to work under pressure

Experience

- Experience of office administration

How to apply for the job

For more information, including a full job description and application form, please go to www.stmarys-ferndown.org.uk/

Completed application forms to be returned to Diane French: pccsecretary@stmarys-ferndown.org.uk by **5pm 30th August 2024**.

There is a genuine occupational requirement that the post-holder is a practising Christian. The post holder would be required to participate in termly team worship times and pray with members of the church or staff.

The appointment will be subject to the successful completion of St Mary's Safer Recruitment process.

For more information or an informal conversation please contact:

Church Manager, Liz Howard on 01202 897087
lizhoward@stmarys-ferndown.org.uk