



Sullington & Thakeham with Warminghurst
Same family, Two parishes, Working together.

Administrator Role Available!

Looking to join a warm and welcoming team?

14 hours a week remote working sound appealing?

Are you organised and enthusiastic?

This could be the job opportunity for you!

St Mary's Sullington and St Mary's Thakeham are seeking a Parishes Administrator

See our Job Description for further details

Send us your CV & covering letter to our Priest In Charge Rev. Joel Willmer
joel.stwparish@gmail.com

CLOSING DATE: Sunday 13th September 5pm

INTERVIEW DATE: Week Beginning 14th September

Proposed Start Date : 21st September



Job Description Parish Administrator

The vision for this role is to facilitate the daily administration of the church office with organisational excellence, and helping the church to thrive. We are looking for a Part-time administrator for St Mary's church Thakeham, and St Mary's church Sullington. The successful applicant will support the incumbent and Churchwardens.

The job will be offered conditionally, in line with Safer Recruitment Procedures This is for the safety and protection of all involved in the life of the parishes.

Key Responsibilities:

- To answer the church office emails and assist with enquiries as needed.
- To create and deliver the communications of the church via email, social media, mail drops and with simple website updates, consistent with the vision and values of the church.
- To manage the church calendar, diary, database and booking system.
- To store data in line with Data Protection Guidelines and be willing to undertake the appropriate training to have proficient understanding in this area where necessary.
- Management of communications and data through the office regarding weddings, christenings and funerals, and church events.
- To maintain the filing of computer and paper records.
- To facilitate the completion of rotas and assist with voluntary team management as needed.
- To assist in the creation of artwork for church communications.
- To assist the Churchwardens and Fundraising Teams providing support as needed around key event times.
- To assist the incumbent and Churchwardens with all other administrative tasks as needed

Key Attributes:

- The successful candidate should have excellent communication, organisational and prioritisation skills.
- Applicants should have good IT skills, including Word processing, spreadsheets, promotional artwork creation and database management.
- To be personable, adaptable and happy to work with the general public.
- An excellent grasp of written English including grammar and spelling.
- Car driver preferred – this is not essential but there is limited local public transport and it may be useful to be able to drive.
- Candidates should have sympathy for the Christian ethos.
- This position is subject to enhanced DBS disclosure.

Place of work – Remote working with necessary IT equipment provided.

Hours – 14 hours per week. Office hours to be discussed with the candidate.

Salary - £14.00 per hour – and 4 weeks paid annual leave (pro rata) with additional bank holidays.

Contract – PAYE. There will be an initial probationary period of 3 months. You will receive regular reviews during this time and, if at the end of the probation period your standards of work or conduct are not satisfactory, the PCC reserves the right to extend your probation, or terminate the contract of employment. During the probation period, the normal disciplinary procedures will not apply. During this period the employer or the employee can serve a two-week notice period to terminate the contract.

