

## **Part Time Administrator**

### **Job description and person specification**

St Peter's Church is looking to recruit additional administration support.

#### **Start Date**

As soon as possible in February 2018

#### **Place of Employment**

The role is part-time employment based at St Peter's Parish Office, Paradise Lane, Formby.

#### **Appointment period**

The appointment will be for an indefinite period following the successful completion of a three month trial period.

#### **Duties**

This post will provide office management, administration and digital support services to St Peter's Church Parish Office. You will work closely with, and report to, Rev Canon Anne Taylor, Vicar of St Peter's Church, Formby. The role will work in close collaboration with the existing Parish Administrator.

This post requires someone who is able to take a high degree of responsibility, often working alone. You will be a self-starter and a team player with excellent organisational skills. An ability to work under pressure is a must.

This post will be for

#### **Job description**

You will be responsible for the following:

- General Office management and IT administration
- Manning St Peter's Parish Office
- Dealing with enquiries from church members, users and local community groups
- Creating documents such as weekly church bulletins using Microsoft Word
- Updating St Peter's Website/Facebook page

#### **Person specification**

Essential requirements

1. Ability to take responsibility for all the office systems of a small, professional organisation
2. A high level of IT competence, particularly in Windows Programs especially Microsoft Word and Excel;
3. Experience of Microsoft's Office 365 is desirable.
4. Proof-reading, editing and production skills with an ability to use desktop publishing software
5. Ability to help maintain St Peter's website using our online Content Management System Wordpress
6. Good written and oral communication skills

7. Excellent organisational skills with the ability to prioritise
8. An eye for detail and an ability to ensure that work is undertaken with scrupulous accuracy
9. Ability to work both independently and as part of a team and to stay calm under pressure in a busy office environment
10. Honesty and a respectfulness of confidentiality
11. A sympathy and commitment to St Peter's aims and values

### **Hour and Times of Work**

Your employment will consist of an annualised hours contract based on working 12 hours each week – currently these hours are allocated on Wednesday, Thursday and Friday mornings. The Parish Office is open to the public between 10am and 12noon which will form the core hours of the role.

### **Rate of pay**

You will be paid on an hourly basis at the rate of £8.45 per hour. This represents the Living Wage outside of London in line with the Living Wage Foundation, part of Citizens UK Charity.

### **Holiday pay**

Your holiday entitlement will be the statutory holiday entitlement, which will be 5.6 weeks (28 days). This includes Bank Holidays. Pro-rated to your working hours.

### **Application Process**

Please send a letter of application together with an up to date CV giving details of any relevant experience, references to the St Peter's Parish Office, St Peter's Church Hall, Paradise Lane, Formby, L37 7EH. Please mark the envelope with Administrator Application.

Closing date for applications is close of business on the 8<sup>th</sup> January 2017 with interviews to be held in the following 2 weeks.