



## Confidential Administrator – York City Centre Churches

Please find attached a job description and person specification.

The City Centre Churches are five Church of England churches within the historic city of York. Across our five buildings, we worship God in a variety of ways and use our locations to minister to residents and tourists alike. The Priest in Charge is assisted by a large group of licensed and retired clergy and a team of lay volunteers.

In the coming years we will be working to develop the use of our buildings to better communicate the Christian faith to those who visit. We will be working with the Eco Church scheme as part of the Church of England's drive for Net Zero Carbon by 2030. We envisage some large-scale grant applications.

This is a new role, which has scope for development using your gifts and talents. We envisage the working hours being split over five days but we would consider a request for a four day week. Working hours will be flexible during the working day but with some regular office hours.

We will provide a mobile phone and laptop to use for work.

Please apply with a CV and covering letter (of no more than 2 sides of A4) demonstrating how you meet the person specification and how you would hope to develop the role in the future.

Useful websites:

<http://yorkcitycentrechurches.co.uk/>

<https://www.stolaveschurch.org.uk/>

<https://dioceseofyork.org.uk/>

Applications should be sent to the Priest in Charge, the Revd Liz Hassall, by email, to arrive by 5pm on Friday 19<sup>th</sup> August.

[liz@yorkcitycentrechurches.co.uk](mailto:liz@yorkcitycentrechurches.co.uk)

Interviews will take place in York on Thursday 1<sup>st</sup> September.

We look forward to hearing from you.

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The role is split 40% for the whole group of churches, 60% for St Olave alone.

## Initial job description

**20 hours per week over 4 or 5 days**

**£15,500 per annum, NEST pension**

You will find below a list of typical tasks. They will vary throughout the year.

### **City Centre Churches tasks (8 hours per week):**

Arranging meetings and appointments for Priest in charge  
Handle initial enquiries for baptisms, weddings and funerals  
Develop and maintain robust systems for the administration of baptisms, weddings and funerals  
Filing and photocopying for Priest in charge  
Handle miscellaneous enquiries  
Organise workflow for good governance of PCC meetings

Liaise with ministry team and coordinate service rota  
Take notes of ministry team meetings when required

City Centre Churches website – keep up to date and be proactive in finding news and event details

Facebook pages – monitor and respond to messages

A Church Near You site – keep up to date, monitor and respond to messages

Coordinate Touch Base (online parish magazine, currently on hiatus)

Improve communication between City Centre Churches

Improve communication with City of York organisations

### **St Olave tasks (12 hours per week):**

Handle general enquiries (phone/email)

Update and maintain content on St Olave's website

Seek out and publish Instagram posts

Gather information and edit weekly email newsletter

Devise and develop a format and mechanism for weekly pew sheet

Manage prayer lists

Support the administration of church rotas (responsibility for recruitment to rotas is held by various people in the congregation)

Manage Church Hall bookings

Manage Church bookings

Coordinate keyholders/meeters and greeters for bookings

Administer grant applications

Coordinate church heating timings

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## Person Specification

In your covering letter, please ensure you demonstrate how you meet these criteria:

### Essential

- In sympathy with the values and ideals of the Church of England
- High degree of integrity and proven ability to work with confidential information
- Educated to A-level or equivalent, with a minimum of GCSE Maths and English at Grade B or above, or equivalent
- Attention to detail
- Skilled in utilising admin tools
- Experience of Microsoft Office (or Open-Source equivalent)
- Computer literate and able to learn new software
- Organised and methodical
- Self-motivated and able to work independently
- Local to York
- Excellent written communication skills
- Capacity to develop the role

### Desirable

- Experience of Wordpress or similar
- Good understanding of online communication using Facebook and Instagram
- Knowledge of the workings of the Church of England
- Willingness to work flexibly to accommodate busy periods
- At least 2 years experience in a comparable role