

The Parish of Saint Peters Welford on Avon
on behalf of Rivervale Churches Benefice



RiverVale Churches

Welford | Weston | Quinton
Long Marston | Meon Vale

Job Title	Part Time Benefice Administrator
Working Hours	16 hours per week (with potential for increasing hours up to a maximum of 20) , spread over 4-5 days usually between 10:00am and 2:00pm. Some flexibility in hours management and work location is required, but mostly at the church rooms office in the above time window.
Location	St Peter's church rooms office, Church Lane, Welford on Avon CV37 8EL
Salary & Holidays	Salary: Up to £10,400 pa (16 hours @£12.50/hr; £24,355 FTE for 37.5hrs/wk). Pension: Subject to confirmation of appointment post a 4-month probationary period, followed by annual reviews, pension payments (via NEST) will be at the current legislated rate. Holidays: 22 working days per calendar year.

Applications	<p>Closing Date: Midday Friday 26 July 2024. Requirement: Complete attached application form and send as an email to admin@rivervalechurches.co.uk or post to: Reverend Jay Niblett The Rectory Church Lane Welford on Avon CV37 8HH</p> <p>Interviews: The provisional window for interviews will be between the 31st July and 9th August 2024. <i>The post is subject to Gloucester Diocese Safer Recruiting procedure, including satisfactory outcome of the appropriate enhanced DBS criminal records check; and to evidence of entitlement to work in the UK. There is a genuine occupational requirement that the post-holder is a practising Christian in accordance with the Equality Act 2010.</i></p>
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Job Context

RiverVale Churches are a benefice within the diocese of Gloucester, a network of churches that meet in four well established church buildings and a church plant within one of the new housing developments at the heart of our benefice. We are the northern part of the diocese in the north Cotswold deanery within South Warwickshire. We work as a team and support each other. We are unique parishes but united in ministry and mission as the RiverVale benefice.

We aspire to be United, Real, Relevant and Life Filled and our working vision is to commit to do life together, to share Jesus in all we say and do, helping all generations to know Jesus better, grow in faith, hope, love and fruit.

We are very excited about this role and believe good administration for the benefice is key to enabling our rector and the wider ministry team to focus on people, knowing that the nuts and bolts of daily church life are in good hands.

Whilst it is largely administrative, we offer the potential to support the leadership as they consider our vision and communications as we look towards the future.

We are aware of the growing importance of digital communication and consider this to be a key area for development in the future. We expect the person taking on the role to be happy undergoing relevant digital training as we seek to develop the digital aspects of church life. We are also keen to offer other training opportunities where appropriate.

What we offer

A friendly and encouraging work atmosphere and a desire to see new ideas and initiatives as we grow into the future

Encouragement to grow and deepen your faith

A supportive Leadership Team, with the chance to pray together, grow together, and attend team days and social events

The support and backing of PCC's and the church family

Expenses paid as appropriate

Encouragement to undertake relevant training

Office space and key equipment in the newly renovated church rooms office.

Role, and key skillsets and responsibilities

The Person we are looking for is:

A person who is honest, reliable, trustworthy and efficient

Committed to being an active worshipping member of the church family within the RiverVale Churches, or in good standing with their own local church

A great team player with good communication skills

An outstanding administrator with a servant heart who loves organising people

Happy to work autonomously

Able to set wise boundaries and live graciously within them to retain a healthy life balance

Has outstanding IT skills, including Microsoft Office, 'iKnow Church' and Social media (Facebook and Instagram), and is willing to learn basic website updating skills if needed

Looking for a part-time role

Able to work from the office at St Peter's Church Rooms, Welford on Avon

The following is desirable but not essential:

A reasonable working knowledge of the Church of England

Knowledge of the benefice and the surrounding area

Experience of working with volunteers and external contractors

Basic graphic design skills

Understanding of websites and website management

Scope and tasks

Working alongside our Rector and Church Wardens, overseeing the management of the churches and church rooms, including taking bookings, being the primary point of contact with third parties and external contractors; management of the church diary

To be a friendly welcoming face, who reflects the warmth of the love of God to all they meet

To handle requests for Occasional Offices (weddings, baptisms and funerals) and to manage all related processes (e.g. links with local funeral directors, banns for marriage etc.)

To work with the Vicar to manage RiverVale Churches GDPR and Data Protection processes

To report our worship songs to CCLI

To keep and manage appropriate stationery and church supplies

To work with the Rector and where necessary Church Wardens to produce rotas for Sunday worship and other church events

To manage and update (not edit) our website, and manage our social media (currently Facebook and Instagram)

To offer support to church ministry teams where needed

To manage our benefice directory (iknow church)

To support the Vicar and Parish Safeguarding Officers in ensuring all safeguarding processes are in place and adhered to

To gather and distribute our weekly church family email, monthly newsletter, termly update and wider publications in parish magazines.

To produce promotional materials as required and maintain current publicity (posters, social media posts, banners on site)

To work with the Vicar to offer administrative support

To offer administrative support to the Leadership Team as required