

**CLUSTER ADMINISTRATOR**

The post will initially be for 12 hours a week, with a possibility of extending those hours.

The employment will be subject to a 3 month probationary period.

The salary will be £12 per hour but subject to review.

Closing date for applications **3rd January 2023**

Interviews to be held during the week beginning **16th January 2023**

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The Callington Cluster is a group of five churches in four parishes in the Deanery of East Wivelshire in Truro Diocese and we are seeking to appoint, as soon as possible, a Cluster Administrator.

The administrative office is located in St Mary’s Parish Church in Callington.

The Cluster Administrator is responsible for the oversight of the churches' office, ensuring that records and databases are kept up to date.

The Cluster Administrator will often be the first point of contact that people will have with our churches, and therefore needs to be friendly and welcoming as they handle many different enquiries relating to church services and events, as well as baptisms, weddings and funerals.

**KEY PRIORITIES** Two key priorities are vital in all areas of activity:

* To enable the time and energy of the clergy and staff to be released for mission activity by developing systems for or taking responsibility for routine administrative tasks
* To help to build the volunteer lay ministry capacity of the Cluster
* Able to demonstrate an ability to work with all who are/may be vulnerable
* A willingness to develop their skills and training

Typically, but not exclusively, this includes the following tasks:

**JOB DESCRIPTION OF THE FULL ADMINISTRATIVE ROLE**

**MAIN DUTIES AND RESPONSIBILITIES**

* Providing practical and administrative support for Church activities and programmes
* Provide central co-ordination of arrangements for life events (baptisms, weddings, funerals)
* Oversee paperwork and registers for life events
* Manage the use of church buildings including bookings and invoicing
* Administration for Sunday services and church activities during the week, for example, produce weekly service sheets/booklets if required
* Provide administrative support for large projects including faculty applications, and build good relationships with maintenance contractors as required
* Encourage and work with lay volunteers in their ministry
* Providing administrative support for DBS procedures for volunteers
* Update Callington Cluster’s website and social media
* Produce promotional materials for events

**FINANCIAL SUPPORT AND FUNDRAISING**

* Raising invoices as directed
* Assist with grant applications
* Assist with stewardship campaigns

**GENERAL RESPONSIBILITIES AS A MEMBER OF THE RESOURCING CHURCH STAFF TEAM, INCLUDING:**

* Attending staff meetings and other meetings as required
* Preparing for and participating in regular supervision
* Undertaking safeguarding and other relevant training (compulsory)

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the church.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| Education, training, qualifications | GCSE – 5 subjects including English and Maths at grades A\*-C or equivalent  Good general education to the equivalent of A level | Formal IT qualifications  Book keeping qualifications | Application form |
| Experience and Skills | Recent Administrative/Office experience – minimum 2 years  Able to work as a team and independently  Demonstrate the ability to manage change  Experience of office diary management  Experience of producing communication and publicity materials | Experience of DBS checks  Working within a faith context  Experience of working with volunteers | Application form  References  Interview |
| Knowledge | Skilled user of Microsoft Office Suite including Word and Excel  Ability to maintain a database | A general understanding of the Church of England at parish level, including baptisms, weddings and funerals, and the civic role of the church (essential to have an aptitude to learn about these elements of church life if no prior knowledge) | Application form  References |
| Communication | Able to communicate clearly and sympathetically  Well developed written and verbal communication skills  Be able to explain why decisions have been made |  | Interview |
| Self-development | Willing to undertake appropriate training to keep up to date with skills and knowledge required  Excellent and instinctive organisational skills and ability to manage and prioritise workload |  | Interview |
| Motivation | Enthusiastic to do things well and work to meet targets  Enjoys challenges and to be self motivated |  | Interview |
| Planning | A completer/finisher |  | References  Application form |
| Other | Sympathetic to work of the Church of England and its ethos  Able to accept feedback and maintain professional boundaries when encountering a range of people.  A sense of humour | A practicing Christian regularly worshipping in a church within the Church of England or a Christian denomination in communion with the Church of England  Able and willing to work occasional weekends and evenings as required | Application form  Interview  References |

**References**

Any appointment will be dependent upon a successful, **Enhanced DBS** check and satisfactory references.

The names of **two referees** will be required, one being able to give information regarding your ability to fulfil the role. In addition, proof of visual identity is required such as a passport or photo driving licence. It is helpful if these are brought to the interview along with evidence of qualification etc.

To apply please complete the accompanying application form and provide a letter of application. In your letter of application please try to give as much detail as possible based on the job description and person specification.

We look forward to receiving you application.

Further information can be obtained from the Cluster website or by contacting

**lorrainegaul@hotmail.com**