

Mulbarton Group of Churches Administrative Assistant

How to Apply

Deadline for Applications: 31 October 2021

Since the current administrative assistant is moving away from the county imminently, an immediate need exists for an administrative assistant to support the Rector and the work of the churches.

If you are capable, available and motivated to contribute to the mission and ministry of the Mulbarton group of churches in this way, please send your CV and covering letter by email to the PCC secretary: derrick@mulbchurch.org.uk

Our Commitment

We provide a supportive, inclusive and positive environment that aims to help you enjoy your role. We commit to treating you with respect and courtesy and providing appropriate training, safety, supervision, and adequate equipment.

Job Summary

- Church administrative work and other duties, as reasonably requested under the direction of the Rector, relating to the needs of the church.
- 9 hours per week
- Based in Harvest House office and at home, flexing to suit
- Working in accordance with the church's policies on safeguarding and lone working
- Real Living Wage, adjusting each year, currently £9.50 per hour
- 6 weeks holiday per year (pro rata 54 hours), including bank holidays or days in lieu
- Hours and working arrangements to be reviewed after 3 months and 6 months

Person Specification

- Familiarity with Church of England generally, and preferably Mulbarton group of churches specifically
- Sympathetic to the Christian faith and the work of the church
- Experience of volunteering and working with volunteers
- Skills to include IT communication, design and printing
- Organised and reliable
- A willingness to develop skills and training

Breakdown of Duties

Greyed out duties covered by volunteers

1. Occasional Offices (Heather Wells) (c. 3 hours per week)

BAPTISMS

Enter details on spreadsheet; send letter and leaflet to each godparent; prepare certificate for church service;
register baptism after the event

THANKSGIVING

Design and print certificate if required

FUNERALS

Enter details on spreadsheet; complete burial register; liaise with funeral director in Adrian's absence

BEREAVEMENT SERVICE

Mail Merge letters and send to next of kin from previous 3 years, current year and those who have requested to be invited.

WEDDINGS

Add details to on-line spreadsheets; keep physical records updated; complete banns of marriage book; complete Marriage Document (for registration of each marriage); liaise with Sally Hayward about any flower requirements; advise fees to wedding couples; send details regarding marriage prep days

RECORDS

Baptism/Burial registers can be submitted to the Norfolk Record Office for safekeeping, once full

STATISTICS FOR MISSION

Annual on-line submission of numbers at services, on electoral roll etc. to the diocese

2. Harvest House (c. 6 hours per week – shared half with volunteers)

CLEANER

Liaise with cleaner for Harvest House & Church, including advising when building(s) are in use or need preparation for weddings, funerals etc.

COFFEE ORDERS

Keep a check on stocks and order when needed

HARVEST HOUSE HIRE MANAGEMENT (liaising with Adrian, Becky, Sue & Phil Parker)

Enquiries

Correspondence

Booking diary and add to online calendar

Invoices and reminders

Check payments are/have been made

Advertising design

CARETAKING (liaising with Adrian, Becky, Sue & Phil Parker)

Checking the state of the building in between hires, and doing any cleaning, monitoring, reporting that needs doing

MORNING PRAYER

Sometimes cover for Adrian at Harvest House

3. Printing (c. 3 hours per week – cover volunteers 1-2 hour per week)

FLORDON NEWS

Quarterly newsletter: ~~edit and~~ print – info supplied – Caroline continuing to edit – remaining job for us to print only – Janet Negal collects; email invoice to Jimmy Lockhart

ADVERTISING – E.G. 'GATHERING' SERVICE

Create poster for church and HH notice boards (liaise with Stoke Holy Cross)

INTERNAL DIRECTORY

Update info and mail merge booklet - distribute

MARDLE

Print and arrange distribution to benefice churches – may be simply printing and leaving in Harvest House for collection and distribution by another, or may need to deliver to 4 parish churches and Hanover Gardens

POSTERS

Create and print:

Monthly services & 8am Holy Communion (every few months) for noticeboard at Mulbarton
Quarterly: A3 SERVICE POSTERS FOR BRACON ASH, HETHEL & FLORDON

Occasional online design and ordering of professionally produced posters/banners

SERVICE SHEETS

Printing only. Monthly Hanover sheets, and ad hoc services, e.g. Remembering Loved Ones, Harvests, Plough Sunday

4. Communication (Tracey Salisbury) (c. 2 hours per week, shared half)

GENERAL COMMUNICATION

Mostly via email + some phone calls + few callers at Harvest House. In 2020/21 prescription collections via WhatsApp (not many of these now).

MAILCHIMP

Send messages and add new subscribers

NOTICE SHEET & Pews News – this is under revision

PRAYER CHAIN (liaise with Adrian)

Send messages via Secure Messaging + 1 phone call

WEBSITE (currently mostly Adrian)

Update news and events, service rota, and other details as need arises

5. Organising/Planning (c. 6 hours per week, shared with Adrian to bring down to 4 hours)

CHRISTMAS

Organise: card deliveries

For 2 carol services in Mulbarton, organise: readers and prayer leaders then send out instructions and information, refreshments and people to serve, candles/jars and people to light candles, welcomers

EASTER

Good Friday Procession: notify Parish Council and Co-op; recruit readers and intercessors; recruit team to organise refreshments, order Hot Cross buns and butter

FILING

(Filing cabinet in Harvest House)

GDPR

Update online document; add people to mailing list(s) as appropriate. Advise Tracey of updates concerning prayer chain or other relevant communications

MEETINGS

Weekly meeting with Adrian – usually ½ hr to 1 hr at Harvest House

PLACE ORDERS

For stationery and other miscellaneous items

RECRUIT MANPOWER

For such events as Open Day, gardening at Harvest House

SUPER ROTA

Add dates and services, recruit people for Sundays at Mulbarton as: readers, prayer leaders, prayer ministry, welcome, refreshments

TIME KEEPING

Record of hours kept and sent to Treasurer each quarter

MANAGING/COVERING FOR VOLUNTEERS

Along with the Rector, keeping in regular contact with the volunteers, and helping to manage them, while also covering for them when needed