

Aim:

To provide effective administrative support to the Rector and Hillsborough Parish Church so it can fulfil its mission to be a church which grows more like Christ.

Reports to:

Reporting directly to the Rector in relation to overall matters

Hours of Work:

16 hours per week. Working 4 days 9:30am until 13:30 pm (Tuesday, Thursday and Friday core, 4th to be agreed)

Main Duties:

1. To provide a friendly and efficient point of contact for parishioners and other enquirers.

This will involve dealing with people in person, by telephone or e-mail and ensuring that all enquiries are followed up by appropriate action.

2. To provide direct administrative support to the Rector and so help enable him to fulfil his leadership and pastoral role in the parish in an efficient and godly manner.

This includes managing the Rector's diary and arranging appointments; preparing materials and rooms for meetings involving the Rector; providing refreshments at such meetings; attending staff prayer meetings and taking notes at meetings of the ministry team; dealing with parishioners or other churches in the Rector's absence and briefing him about follow through action; preparing letters or reports by the Rector; maintaining the ePrayer text; and contacting parishioners, or other individuals or companies, on behalf of the Rector.

3. To maintain the office in a tidy, safe and efficient manner.

This includes overseeing the maintenance of all office equipment; overseeing and ordering stationery supplies and equipment; maintaining an accurate petty cash record; completing and making a return of any statutory documents, parish registers or statistical returns. This will include leading on ChurchSuite, software which supports our ministry as well as using Windows, Microsoft Office 365.

4. To help ensure the Downshire Centre and other church premises are used in a tidy, safe and efficient manner.

This includes managing all bookings for rooms; collecting (and lodging) money; showing potential hirers around and explaining expectations; overseeing the cleaner; liaising with Glebe Wardens on any concern about property or furniture; maintaining health and safety records; and ensuring premises are ready for use.

5. To help organise the orderly conduct of Sunday Services (and other Services such as weddings or funerals) so that the worship takes place in a dignified manner.

This includes organising the monthly rota for Services; liaising with those involved in the rota; liaising with the Praise Band about music; the accurate production of Orders of Service, managing copyright licence; and keeping the Rector informed of any changes. In addition to speaking to people in person, contacting them by telephone or e-mail, these duties will necessitate competent IT skills.

6. To help ensure all money and processes are handled in an efficient and honest manner.

This includes counting, collating and lodging church monies at the bank; processing the monthly payroll; maintaining financial records in an accurate manner; supporting with the preparation of monthly accounts; arranging for cheques to be signed and issued without delay; promptly referring all invoices to the Treasurer for payment.

7. To help ensure the smooth flow of information to parishioners.

This includes updating the parish register on Church Suite on a monthly basis; printing and arranging distribution of occasional parish mailings; e-mailing parishioners as directed; ensuring all notice boards are up to date and information tables are stocked and tidy; and supporting the production and of eNews.

8. To undertake other duties which may arise from time to time and which are reasonable and related to the post.

The Person

Qualifications:

The individual must have achieved Grade C or above in both English and Maths at GCSE or equivalent.

Essential Criteria

- The person appointed must be a committed Christian, of any denomination, and whose personal life reflects the Lordship of Christ.
- Experience of office administration
- IT literate and fully conversant with Microsoft Office – especially Word and Excel. A demonstrable ability to master new technical systems essential.
- Experience of improving office systems and procedures.

Desirable Criteria

- Experience in an environment which involved administrative duties supporting volunteers.
- Experience of managing databases, especially Church Suite.
- Experience of financial record keeping and administrative processes.
- Experience of diary management and use of online calendar functions.

Skills and Attributes

- Excellent inter-personal skills (both written and oral) to enable the individual to build meaningful relationships with parishioners, other individuals and organisations.
- Self-starter - ability to prioritise and manage own time and workload.
- Empathise with the situation of others.
- Good planning skills, a strong attention to detail, an ability to work unsupervised and deliver high quality output.

- Ability to work independently and as part of a team.

Additional Information

- The closing date for return of application forms is 4pm on 25th April.
- Interviews will take place in the morning of Tuesday 6th May – please note your availability on the application form.
- The person appointed will be required to undergo an Enhanced Disclosure by Access NI before beginning duties.
- Further information about Hillsborough Parish can be found at www.hillsboroughparish.org.uk

Salary and Remuneration

- The person appointed will serve a probationary period of 6 months and subject to a successful review of performance, will be confirmed in post as permanent.
- The post is for 16 hours per week with a salary of £28,860 - £31,399 (pro rata) depending upon experience.
- The post-holder will be entitled to 25 days annual leave and have 10 statutory/public holidays each year on a pro rata basis.
- The post-holder will meet with the Rector and other staff members on a weekly basis for team meetings and staff prayers.

If you are interested in this position and have the necessary experience and the correct attributes, please request an application form by emailing **music@hillsboroughparish.org.uk**

Completed forms should be returned no later than 4:00pm on 25th April 2025

NOTE: Consistent with Fair Employment legislation, the criterion stated in point 1 of Essential Criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular beliefs.