

## **Edgware Parish**

### **Advert**

#### **Edgware Parish - Parish Communications Administrator**

We are looking for a gifted, experienced, and skilled Communications Administrator to come and join Edgware Parish on a flexible, part-time basis to support our ministry. Along with our four clergy, this post is key in enabling growth in the ministry and mission in Edgware Parish. As well as providing effective Communication, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and office door to booking special events and better enabling us to serve our parish.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The nature of the role and the context in which it is carried out means the successful candidate will be in sympathy with the ethos of the Church and fully supportive of Edgware Parish mission, vision, and values.

Salary £14,560 -£15,600 a year (Hourly rate £14 to £15.00). Dependent on qualifications and relevant experience.

Applications demonstrating you meet the criteria to be sent electronically to the Rev Francis Adu-Boachie at [fab.aduboachie@btinternet.com](mailto:fab.aduboachie@btinternet.com) by 1 July 2022.

Interview date: 18 July 2022

#### **Edgware Parish Communications Administrator**

**Responsible to:** Rector / PCC

**Line Manager:** Rector

**Hours of work:** 20 hours per week

**Key Objectives:**

- To support the mission of the parish through effective communication (online and offline) and administration.

## **Specific Responsibilities**

1. Responding to incoming enquiries eg. baptism, weddings and funerals; maintaining log of calls received and actions taken.
2. Creating posters and flyers for parish events
3. Editing printed news sheet, email/mailchimp communications and website.
4. Maintenance of parish online media including:
  - a. Websites, A church Near You and YouTube channels to maximise the reach of the content created by each church.
  - b. Liaising with clergy and volunteers involved in website content creation.
  - c. Responding to copyright infringements on YouTube recordings with CCLI license details.
5. Liaising with volunteers when bulk photocopying required.
6. Secretarial support to Parish Rector
7. Occasional secretarial tasks for Parish Clergy, PCC and Parish Treasurer.
8. Being flexible and taking initiative to respond to the changing communication requirements of the parish over time.
9. Responsibility for administration of properties (duties may include – arranging maintenance call outs, updating maintenance log, meter readings etc...)

The Parish Communications Administrator is part of a team which includes a part time a Parish Treasurer (voluntary role) and four clergy. Regular communication, flexibility and transparency is essential to the fulfilment of all these roles.

### Person specification - Parish Communications Administrator

The nature of the role and the context in which it is carried out means the successful candidate will be in sympathy with the ethos of the Church and fully supportive of Edgware Parish mission, vision, and values.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	NVQ 3 / 4 or equivalent level qualification	Educated to relevant degree level	A, I
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to produce effective communications</li> <li>• Experience in administration including excellent Microsoft Office skills</li> <li>• Writing and editing websites and social media content</li> <li>• Excellent interpersonal communication skills – written and oral</li> <li>• Strong attention to detail</li> <li>• General office and clerical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and strategic thinking</li> <li>• General accounting/payroll experience</li> <li>• Experience of accounting software</li> </ul>	A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to produce high quality publicity material</li> <li>• Proven experience of building strong working relationships. Good interpersonal skills</li> <li>• An effective team player</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent understanding of social media platforms and latest trends</li> </ul>	A, I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High level of integrity and discretion</li> <li>• Teachable and willing to serve</li> <li>• Supportive of the mission, vision, and values of Edgware Parish</li> </ul>		A, I