

## Parish Administrator Job Description

Reports to: Vicar of St Mary's Sawston and St Peter's Babraham

Location: Church Office, St Mary's Community Hall, Church Lane, Sawston

Pay: £13.00 per hour

Hours: 12 hours per week

Holiday: 6 weeks a year pro rata, including bank holidays

### St Mary's Church, Sawston

St Mary's is a lively parish church in the centre of the village of Sawston, the largest village in South Cambridgeshire. With two Sunday morning services and several activities throughout the week, we are a busy church and we are seeking administrative support to help us continue in our vision to be a church at the heart of our community.

### Key Responsibilities:

- General administration for the church, including dealing with enquiries by telephone and email, printing and photocopying
- Co-ordinating church communication through organisation of the church diary and rotas, and writing and circulating the weekly news-sheet and mailings
- Setting up and managing a database for all church contacts
- Creating publicity for services, activities and events
- Managing the church website and social media output
- Ordering supplies for the church and office as needed
- Providing administrative support for the vicar as required

### Person Specification:

#### Essential Skills and Qualities

- Sympathetic to the aims and ethos of the Church of England
- Excellent attention to detail and highly organised
- Experience of using MS Office and Google workspace
- Knowledge of the use of databases or a willingness to learn
- Comfortable managing websites and social media accounts
- Works well under pressure and capable of managing a busy workload independently
- Has a high standard of written and oral communication
- Approachable and works well with others
- Willing to undertake appropriate training as required

#### Desirable Skills and Qualities

- Experience of, or willingness to learn to use graphic design packages e.g. Canva