



Ferryhill Parish Church

Kirk Session

Church Administrator Job Description

Salary	£10.65 per hour (subject to annual review).
Hours & Location	15 hours per week with some flexibility over the weekly distribution of 3 of those hours, subject to annual review, based in Ferryhill Parish Church Office, Fonthill Road, Aberdeen, AB11 6UD.
Responsible to	Day to day line management will be provided by the minister of Ferryhill Parish Church. An annual review to be carried out in June.
Job Purpose	The main responsibility will be to ensure the smooth running of the church office. The post holder will provide effective and efficient administrative support for the minister and congregational office bearers.
Main tasks	<ol style="list-style-type: none">1. Provide administrative and secretarial support for the minister and church Ministry Teams including Kirk Session and Coordinating Group by:<ul style="list-style-type: none">• Keeping, uploading and circulating meeting notes and minutes;• receiving and publicising church notices;• producing regular publications such as weekly Order of Service, Annual Rota Booklet, Posters for noticeboard etc.;• overview and circulation of regular Rotas and Annual Calendar of Business• answer telephone and respond to emails in a courteous and professional manner• in coordination with the designated elder, management of the paperwork for the annual Remembrance Book Service.• other administrative tasks required as the role develops including maintenance of the office filing system (online and hard copy)2. Provide a point of access to church services, such as pastoral care.3. Maintain lists and circulate to relevant parties details of weddings, funerals and baptisms; prepare and print Funeral booklets for families of deceased.4. Produce weekly PowerPoint presentations for worship.5. Updates to the Church Website / Facebook as necessary.6. Assist the minister in the administration and production of Spill the Beans publication.7. Weekly online reporting of music to CCLI (Christian Copyright Licensing International).8. Printing of documents for annual Summer Club.9. Monthly use of PAYE software and liaison with treasurers re salary payment.10. Any other activities as agreed by the minister and Kirk Session, including:<ol style="list-style-type: none">a. publish a diary of events on a regular basis, ensuring information is kept up to date and accurate.b. in coordination with the volunteer Hall Letting Officer and Events Coordinator, development of partnership working in the management of Hall



Letting including maintaining the Google calendar and management of keyholder register.

- c. responsibility for ensuring that the Church Roll is kept up to date in coordination with the Roll Keeper and Session Clerk, and sending monthly updates to appropriate parties
- d. partnership working with those currently responsible for purchase of all supplies e.g. janitorial, Sunday Club resources, and management of invoicing for services provided e.g. hall lets, copying, janitorial/kitchen supplies etc.
- e. production of PowerPoint presentation for monthly Presbytery meeting.

Facilities

Fully functional church office.

Phone line with broadband for internet and e-mail access.

Computer, printer and copier.

Hours of work

15 core hours per week in three hour shifts, times of shifts to be negotiated.

Remuneration

£10.65 per hour (subject to annual review). 5.6 weeks holiday per year (pro rata).

Reporting relationship

The post holder will be employed by the Kirk Session; a Line Management Group comprising the Minister, Session Clerk and Stewardship Team Convener will deal with all interpretations, and liaise with the Kirk Session on contractual matters.

Essential Skills/Qualities/Experience

Previous administrative experience.

Working knowledge of Microsoft Office software, especially Word, Publisher, PowerPoint and Excel.

Willingness to learn new skills and ways of working.

Flexible approach to working practices and hours.

Ability to manage frequent lone working and use initiative as part of a team.

Excellent listening, verbal and written skills.

Friendly, approachable manner as well as the ability to maintain confidentiality.

Desirable Skills/Qualities/Experience

Experience and/or knowledge of Church of Scotland structures.

Working knowledge of Adobe Creative Suite software or willingness to learn.

In order to comply with the Immigration, Asylum and Nationality Act 2006, all candidates invited for interview will be required to provide documentation of eligibility to work in the United Kingdom.

As this post may include contact with children, young people and vulnerable adults, the successful candidate will be required to undergo an enhanced disclosure check according to the procedures of the Church of Scotland Safeguarding Service.