

Assistant Administrator Role Description

Dorchester Abbey

Sharing in the Life of Jesus:

Loving and serving God, one another, our local community and our world.

The Abbey is both an important historic building and the parish church for the village of Dorchester on Thames. We play a significant role in the life of the village with strong links with the whole community. As a parish church there is a full programme of services, as well as activities such as coffee mornings, home groups, and a carers and tots' group. We host many special services such as ordination and confirmation services, in addition to many wedding, funeral and memorial services.

The size and beauty of the building enables us to be a centre for the arts with a varied concert programme and a biennial festival. As well as being part of many tourist routes, the Abbey is a significant stop on several pilgrimage routes. It is a privilege to welcome thousands of visitors every year.

The Team

We are part of the Dorchester Team of Churches, of 14 churches spread between 10 parishes. The ministry team is led by the Team Rector and comprises 3 team vicars, 2 curates and a number of assisting clergy and lay ministers. Each of the churches also has a group of volunteers fulfilling a wide variety of roles.

The office team is employed by the Dorchester PCC and offers administrative support to other team churches on request.

The Role

As Assistant Administrator you will primarily support the Office Manager: and through this the Team Rector, other clergy, the church wardens and other volunteers with effective administration and other tasks. This ensures that all areas of the life of the Abbey community run smoothly.

Responsibilities

Due to the varied nature of church ministry and mission, the list of responsibilities and tasks are not exhaustive, but aim to give an overview of what the role could involve. All of these tasks will be in collaboration with others in the administration team.

General Church Administration

- Completing tasks assigned by the Office Manager
- Be a point of contact for incoming communication with The Abbey, including phone calls and emails, responding as a representative of our beliefs and values.
- Tasks to ensure the smooth running of the church: e.g. ordering office and church supplies, occasional administration requested by the church wardens, the fabric coordinator and the worship coordinator.
- Taking enquiries for all aspect of church life, communicating with others, enabling prompt and timely responses. Some of these enquiries will be about important life events, including baptisms, weddings and funerals.
- Photocopying and printing as required for services, PCC meetings and other events.
- Support the wider team with similar tasks to those listed above.
- Various practical tasks such as putting up posters, tidying notice boards and other reasonable requests.

Person Specification

- Respect and support the Values of the Church of England and the vision and values of this Abbey Church.
- A person of trustworthiness, integrity, and reliability who is sensitive to the complexities of working in a church, alongside clergy and others both paid staff and volunteers.
- Understand the importance of confidentiality, safeguarding, General Data Protection Regulations (GDPR), Health and Safety and willing to complete all relevant training.
- A polite and professional manner, especially when dealing with confidential and sensitive matters, including safeguarding concerns.
- The ability to take initiative, learn quickly and adapt to the needs of a changing church environment.
- Personable and approachable.
- Excellent organisational and administrative skills.
- Excellent written and verbal communication skills.
- Proven IT skills, including competence with Microsoft Outlook, Word and Excel.
- Willingness to learn other applications such as WordPress, Mail Chimp and social media applications.
- Attention to detail.

Terms and Conditions

- This is an office based part-time role of 15 hours per week, to be spread over three separate days. Some flexibility will be needed to ensure holiday and telephone cover. The office is in Dorchester on Thames.
- The holiday entitlement is 17 days (of 5 hours each) including bank holidays.
- Starting salary is £14.06 per hour, negotiable based on skills and experience.
- Candidate must be able to work during the school holidays.

This is a varied, interesting and challenging role, with the scope to develop new skills. It would suit anyone who enjoys interacting with a range of different people, and they would become part of an enthusiastic and motivated team. We are happy to discuss any flexibility needed to support candidates with additional needs with a view to accommodate them if possible.

Please apply by emailing sam@dorchester-abbey.org.uk