

Trinity Churches Job Description

Job Title:	Administrative Assistant
Job Location:	Meole Brace, Shrewsbury, usually based In the Trinity Centre
Hours	10 hours per week. Some limited flexibility as to hours, but generally Thursday and Fridays
Pay	8.30 per hour
Accountable to:	The Church Office Manager

PURPOSE: Supporting the smooth operation of church administration and office routines

OBJECTIVE: Making sure that services are prepared and office routines are fully supported.

KEY TASKS:

1. Create and duplicate service sheets and pewslips for all Sunday services and occasional offices.
2. Print and distribute other church material and organise individuals and teams of volunteers to assist, where appropriate.
3. Prepare service material on the 'Easy Worship' software system and administer the Christian Copyright Licence return
4. Maintain church notice boards and displays
5. Order and store all stationery and consumables
6. Collate unavailability of volunteers in preparation for quarterly rotas
7. Answer the telephone and welcome visitors as appropriate responding to queries
8. Maintain records on the church members database and keep up to date manual and electronic filing systems
9. Assist in making arrangements for funerals, keeping paperwork up to date and preparing baptism registers and cards
10. Undertake any such other tasks as may be necessary

Person Specification

Education

Essential

A good standard of education with at least 5 C GCSEs or equivalent

Desirable

Recognised qualifications in word processing / administrative skills

Experience

- Computer literate with a working knowledge of Microsoft Office
- Practical experience of working in a busy office environment and ability to remain calm under pressure
- Ability to process and occasionally design a wide range of documents in accordance with instruction and house-style, paying attention to detail

Key Qualities

- Able to work as part of a team and under their own initiative
- Able to learn quickly
- Able to interact effectively with a wide variety of visitors to the Church Office and Trinity Centre and display appropriate verbal and non-verbal behaviour
- In sympathy with the vision and ethos of Trinity Churches

FACILITATING AND REVIEW PROCEDURES:

The post holder will

1. Meet regularly with their team leader at Trinity Churches
2. Seek other opportunities to develop in the role.

Terms of Appointment:

1. The job description, terms and conditions and role will be reviewed annually.