



THE GOOD SHEPHERD
LOUGHBOROUGH

Job Description – Parish Administrator and Communications Officer

The Good Shepherd Church, Loughborough is looking to employ a part-time Parish Administrator and Communications Officer to support our ministry team. It is hoped that this role will enhance our vision to be committed to loving Jesus, and making him known by growing, inviting and serving. The Parish Administrator and Communications Officer will represent and support the Good Shepherd community and beyond, through a combination of external communications management and internal administration.

Role Summary

The Parish Administrator and Communications Officer will be accountable to the Parochial Church Council in the following ways:

- manage our digital communication channels, including our website, 'A Church Near You' website and our iKnow Church software – this extends to developing, monitoring and moderating all social interactions and day to day administration
- take responsibility for publicising all major events, services and activities that the church engages in and actively support any volunteers who manage those activities
- the successful candidate will be able to work flexibly and effectively – largely from their home environment – whilst maintaining close working relationships with the ministry team.

The role is part-time, 12 hours per week paid at £9.50 per hour (i.e. £5,928 per year), for three years in the first instance. There is a holiday entitlement of 79 hours per year.

The normal place of work will be from home with some meetings in the parish. There will also be a requirement for some flexibility in hours worked to accommodate evening and weekend activities typical of a church environment.

N.B. The Parochial Church Council (PCC) will reimburse travel costs to a maximum of a 10-mile round commute. This position requires the successful candidate to be sensitive and confident as a public ambassador for the church in the local community and wider world. It is therefore important that you are able to demonstrate strong organisational and communication skills and show creativity in the development and promotion of opportunities for mission as the church seeks to grow and develop. A practising Christian is preferred.

Relationships

The PCC is made up of a number of church members who, under the leadership of the Churchwardens and the Vicar, have responsibility for the organisational, financial and functional management of the church.

Any successful candidate will be expected to build relationships with the variety of different people within the church, as well as the local community – this includes church members with and without active roles, local businesses, public services and community groups.



Responsibilities

To offer personal administration support to the Vicar, and occasionally other leaders as necessary, (e.g. arranging meetings & preparing meeting papers)

To update and develop our website at least weekly and help us explore how we might develop a social media presence

To ensure that all church print media (e.g. Church notices, information leaflets and posters) are created each week on schedule – in collaboration with the Vicar

To maintain the church management software (iKnow Church – calendar, people, rotas), church records, paper filing, registers etc.

Minute Secretary to the PCC – prepare agenda and collate pre-meeting papers in consultation with the Vicar and the PCC Secretary, draft and issue meeting minutes and action points

To handle the day-to-day work of letting of the building at a professional level.

Person Specification

Essential:

These experiences, skills and qualities are essential requirements of the post:

- good interpersonal skills with the ability to work with a wide of variety of people and in a team
- be self-motivated and able to work on own initiative, able to manage a busy workload, determining priorities, managing conflicting demands and meeting deadlines
- be skilled with day-to-day office computer tools (Microsoft Office in particular) and comfortable to explore systems capabilities to find the best way to complete any particular task and with a good attention to detail
- able to handle confidential data
- knowledge of the local area

Desirable:

These experiences, skills and qualities are desirable but not essential:

- previous experience in an administrative role
- familiarity with social media platforms
- experience of the Church of England
- management of websites

Additional requirements:

- the post holder will be supportive of the ethos, values, and ministry of The Church of England
 - flexibility of hours worked will be required to accommodate evening and weekend activities typical of a church environment
 - Disclosure and Barring Service - the post requires a DBS check to be carried out
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