

OFFICE ADMINISTRATOR

PART TIME 0.5FTE

Context

St Laurence's Church, Ludlow, a member of the Greater Churches Network and the largest parish church in Shropshire, is one of only 18 churches given a five-star rating in England's Thousand Greatest Churches by Simon Jenkins (1999). Described as the 'Cathedral of the Marches' St Laurence's, open 364 and one-half days of the year, it fulfils the following roles:

- A place of worship
- A focus for Christian mission and outreach
- A heritage destination
- A performance space, and
- A major resource for the local community.

1. The Role

To provide efficient and effective office administration, and support for the senior staff, namely the Rector and the Church Executive Manager (CEM); ensuring the smooth operation and functioning of St Laurence's Ludlow as a major parish church, in both routine operations and internal/external events.

This role is vital for St Laurence's to fulfil its function and mission of welcome and hospitality in relation to the variety of roles, namely: a place of worship, a focus for mission and outreach, a heritage destination, a performance space and a major resource for the local community.

You will act liaise with the parish office volunteers, who will act as a first line contact with parishioners and provide administrative assistance.

2. Key Responsibilities

2.1 General administration

Principal responsibilities are:

2.1.1 Communications: i) Ensuring the St Laurence's diary is maintained; ii) Compiling and

distributing the weekly parish notices; iii) Maintaining and updating social media connections (particularly Twitter, including information regarding funerals, tower lighting etc.); iv) Maintaining the database of contacts; v) Production of schedule for major events, e.g. English Song Weekend, Summer Arts Festival etc.

2.1.2 First point of contact: i) Overseeing the volunteer receptionists/admin assistants who support the work of the parish office; ii) Processing email and post.

2.1.3 Baptisms, wedding and funerals: Dealing with all administration of baptisms (10), weddings (6) and funerals (40), including production of the necessary registers and records, and collection of necessary fees.

2.1.4 Printing: Oversight of all printing, e.g. orders of service, posters etc.

2.1.5 Supplies: Ordering supplies for the church/office as requested by the other staff.

2.1.6 Filing: To review and have oversight of all filing, both hard copy and electronic and ensure all offices are kept tidy.

2.1.7 Providing administrative support to both the Rector and the CEM as requested, namely filing, typing and tasks/projects as agreed.

2.1.8 To make recommendations to the CEM regarding improvements to the efficiency of the office, and to implement improvements when requested.

Key to the delivery of these tasks is encouraging the involvement and delegation to the team of volunteer admin assistants.

2.2. Events

In 2018 events are expected to yield £22k profit. Principal ingredients would be external bookings, i.e. concerts and exhibitions (£9k), and internal events, namely the Mediaeval Bazaar (£11k) and the Fashion Show (£2k).

Principal responsibilities are:

2.2.1 Promoting the church as a venue principally via social media;

2.2.2 Managing both external and internal bookings, including providing regular reports on income streams;

2.2.3 Liaising and engaging effectively with current external hirers to ensure customer satisfaction;

2.2.5 Pro-actively identifying and delivering new income-streams, not exclusively, but including a Beer Festival 2018.

Providing admin support for the internal fundraising events (including the Fashion Show, Beer Festival and Mediaeval Bazaar).

2.3 Tourism-related activity

Principal responsibilities are:

2.3.1 Promoting guided tours/teas (e.g. Coach tours, The Arts Society (formerly NADFAS), Women's Institute, U3A, Organists Associations, Cathedral Friends etc.), liaising with the guided tours co-ordinator (projected annual income £10k);

Pay

£8.49 per hour, office hours are usually spread across several mornings per week.

January 2018