

The parishes of:
Bawdeswell
Billingford
Bintree
Foulsham
Foxley
Guestwick



Guist
North Elmham
Stibbard
Themelthorpe
Twyford
Wood Norton
Worthing

www.heartofnorfolkchurches.org.uk

Vacancy for part-time Benefice Administrator

An overview

The Heart of Norfolk Benefice is comprised of thirteen parishes: Bawdeswell, Billingford, Bintree, Foulsham, Foxley, Guestwick, Guist, North Elmham, Stibbard, Themelthorpe, Twyford, Wood Norton and Worthing. Further information about each parish may be found on the benefice website www.heartofnorfolkchurches.org.uk

This role is to assist the Rector, the Reverend Sally Kimmis, with the day to day administration of the benefice. An emphasis of the role will be taking responsibility for routine administrative tasks, diary co-ordination and being a first point of contact for enquiries during agreed office hours. The successful candidate will be required to take a pro-active approach to the role, using their initiative appropriately.

This is an ideal opportunity for someone who would like to make a positive contribution to the life and work of the thirteen churches in the benefice. Plans to recruit a full-time team vicar to share the Rector's large workload are underway and that post will be advertised shortly. However, the post of Benefice Administrator will remain a vital element of ensuring the clergy can maximise use of their time on non-administrative work.

It is essential that the Benefice Administrator can 'hit the ground running' in order to provide effective support to the Rector from the outset.

What are the main duties?

- Maintaining a diary system for the clergy and use of church buildings, also of any potentially 'conflicting' events across the benefice, e.g. two parishes holding a summer fete on the same day
- Compiling and distributing monthly service patterns, hymn plans and plans for main festivals (e.g. Christmas & Easter)
- Receiving enquiries for Baptisms, Weddings & Funerals, liaising with clergy over the arrangements for these services and responding to the enquirer

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- Completion of registers, certificates and prayer cards
- Organising ancillary elements of some services, e.g. bell ringers, organists and vergers for a wedding
- Setting up and maintaining effective filing systems
- Receiving and recording fees for baptisms, weddings and funerals, accounting for them to PCC Treasurers and to the Diocese
- Primary point of contact for phone and e-mail enquiries (during office hours)
- Taking minutes of some parish meetings, including Team Forum, distributing agendas and minutes as required
- Liaison with PCC Secretaries, Churchwardens and Treasurers as required, including providing an annual meeting preparation checklist and timetable and ensuring paperwork and returns are completed post-meeting
- Any other reasonable duties as requested

The duties and responsibilities above reflect the present requirements of the role. The role is subject to ongoing review, particularly in relation to any future changes to the structure of the benefice.

What skills and experience are required?

	Essential	Desirable
Qualities	<ul style="list-style-type: none"> • Highly organised • Excellent communicator with a friendly and approachable disposition • Self-motivated • Flexible approach to work and working hours • Able to work on own initiative/be proactive • Able to work as part of a team and accept direction when necessary • Understanding and respect for confidentiality 	<ul style="list-style-type: none"> • Understanding of how the church's life fits in the community overall • Empathy with the values of the Church of England • Access to reliable transport as this post will have contact with 13 rural locations and there may be occasions when it is necessary to travel between locations

	<ul style="list-style-type: none"> • Ability to remain calm under pressure and in stressful situations 	
Qualifications	<ul style="list-style-type: none"> • Good standard of education to at least GCSE level 	<ul style="list-style-type: none"> • 'A' level standard of education
Experience	<ul style="list-style-type: none"> • Previous experience of organisation and administration of a small office • Previous experience of handling financial transactions, including counting & banking monies and keeping appropriate records • Previous experience of setting up and maintaining effective filing systems 	<ul style="list-style-type: none"> • Previous experience of working from an office base with a number of satellite locations • Familiarity with desktop publishing software • Familiarity with updating websites • Familiarity with social media
Skills & Knowledge	<ul style="list-style-type: none"> • Able to use IT effectively, including word processing, spread sheets, e-mail • Excellent standard of written and verbal communication 	

Where is the job based?

There is a benefice office in the Rectory in North Elmham. There are plans in progress to convert the existing garage space into increased office and meeting room space which will effectively create an office suite for both the Rector and the Administrator to work from.

Hours and Pay

It would be helpful if the person appointed could offer some regular hours each week to provide office cover, along with some flexibility to cope with peaks and troughs in the workload. It is envisaged that an average of 10 hours per week will be the basis of the role with the work pattern to be discussed further at interview. Attendance at some occasional evening meetings, e.g. Team Forum will be required. The rate of pay will be in the region of £9 per hour.

The role is permanent, subject to on-going funding from the parishes within the benefice.

Recruitment process

Please apply in writing with your CV and a covering letter/e-mail which explains how your skills, knowledge, experience and personal qualities would enable you to fulfil the position.

Any job offer will be subject to receipt of two satisfactory references, one of which must be from your current or most recent employer.

Applications to be e-mailed to:

heartofnorfolkrector@gmail.com

or sent by post to:

The New Rectory, 48 Holt Road, North Elmham, Dereham, Norfolk, NR20 5JQ

Closing date for applications Monday 17th July

Interviews are likely to be held on Wednesday 2nd August

If you wish to have an informal conversation about this post before making an application please contact Reverend Kimmis on 01362 668850 or by e-mail to the address above.