



**Administrator (Temporary post)  
Churches Together in Lancashire  
& United Parish of Scorton, Barnacre & Calder Vale  
Job Description**

**This post is for 12 hours a week for 12 months  
(in the first instance)**

<b>Job title:</b>	Administrator
<b>Location:</b>	The post holder will have office space at Scorton Vicarage but may also work from home at other times.
<b>Working days/times:</b>	Flexible by arrangement with the line manager
<b>Probation period:</b>	3 months. Review after 9 months
<b>Accountable to:</b>	The Trustees of Churches Together in Lancashire (the employer) through its Ecumenical Officer who will line manage the post-holder
<b>Salary</b>	£8064.00 (Gross)
<b>Annual Leave</b>	Four weeks (20 working days) with time off in lieu
<b>Start Date</b>	January 1 <sup>st</sup> 2019 (Review date September 1 <sup>st</sup> 2019)

Interviews for the post will be held on Monday 3<sup>rd</sup> December 2018  
Scorton

## Tasks

- 1 Provide administrative support for the meetings of Churches Together in Lancashire  
  
The Meeting of the Church Leaders for Lancashire  
The Meeting of the Denominational Ecumenical Officers (DEOs)  
The Meeting of the Trustees and AGM  
  
This will include making practical arrangements with venues and participants, distribution of documentation before and after the meeting, keeping an up-to-date meetings calendar. Where practical the post holder will attend these meetings to take minutes.
- 2 Maintain the CTiL database and ensure that it is up-to-date and GDPR compliant
- 3 Support the creation and review process for Local Ecumenical Partnerships and other covenanted groups liaising with the respective DEOs
- 4 Provide administrative support for the County Ecumenical Officer in following areas:
  - i) Production and distribution of monthly newsletters,
  - ii) Monitor and update FACEBOOK page, website
  - iii) Prepare and send mailings to local 'Churches Together' groups' and gather news of local group activities including local meetings.
  - iv) Support the events planning for Lancashire Sings Christmas; Ecumenical lecture programme with Lancashire Theological Society, Forum and AGM, large venue services, Ecumenical Retreat programme with the Lancashire Spirituality Network
  - v) Liaise with the Treasurer on financial matters to ensure invoices are paid, fees collected, grants for ecumenical projects processed and paid.
  - vi) Oversee arrangements for CEO visits to churches and groups.

## Other administrative tasks

*Up to four hours a week may be purchased by the United Parish of Scorton, Barnacre and Calder Vale. The parish elements will include:*

Responding to weddings, funerals, baptism requests and the accompanying paperwork.  
Completing the monthly Marriage returns for the Registrar.

Managing the weekly pewsheets and co-ordinating a bi monthly parish magazine with Outlook

Managing the website, facebook pages, promotion of special services and events.

Supporting the Vicar and Treasurers in financial matters as required.

Managing faculty applications at all levels, monitoring progress and reporting.

Bringing the Directory and Electoral Roll into compliance with GDPR

Keeping the Vicar and PCC/DCCs up to date with Diocesan programmes, especially training such as Safeguarding, GDPR, Vision 2026

Supporting the production of service sheets and resources including multi-media.

## Personal Specification

Skills & Attributes	Essential	Desirable	Evidence	Notes
Competent skills in Word, Excel, data storage and manual filing systems.	√		Application	
Web design & management	√		Application	
Finance reporting		√	Application	
Good communication skills	√		Application	
Understanding of Church Structures across the different denominations		√		This can be developed in post.
Flexible working hours Including some evenings & weekends.	√			Infrequent and always negotiable
Own Transport/Car Driver	√			
Able to attend occasional Meetings away		√		Negotiable
Sense of humour	√			
Understanding of Christian faith and practice. Able to relate to other faith traditions.		√ √	Application	This can be developed in post.
Tenacious, problem solving & able to manage multiple tasks	√			
Team spirited	√			