

Kirkby Team Ministry Parish Admin Assistant

Key Tasks

1. Provide a regular weekday telephone enquiry point and be able to answer straightforward enquiries or signpost more complex questions.
2. Prepare a draft shared notice sheet every week (based on a set of default rules) and collate notes handed or emailed (Team Rector to revise then circulates it).
3. Prepare and manage diary pages into which the shared work of taking baptism and wedding bookings through a common parish surgery can be entered.
4. Assist in data entry for parish and clergy 'web cals'.
5. Manage baptism and occasional office application forms, handle routine bookings, complete Banns Register, Wedding Returns, Baptism Register.
6. Prepare letters to families and certificates and registers and distribute paperwork to the clergy team relating to baptisms, weddings and funerals, including annual invitations to Commemoration of the Faithful Departed Service, Valentines Day, Mothering Sunday, Back to Church Sunday, Wedding Preparations and other events as required.
7. Manage a mailing list and bulk mailing for "Christian Enquirers' Courses".
8. Manage all filing to do with baptisms, weddings and funerals and use them as the basis for bulk mailings.
9. Undertake short term admin chores as vacancies (Volunteer and professional) create the need.
10. Undertake some limited secretarial duties for the Team Rector, some of our small charitable trusts, and other clergy on occasion.

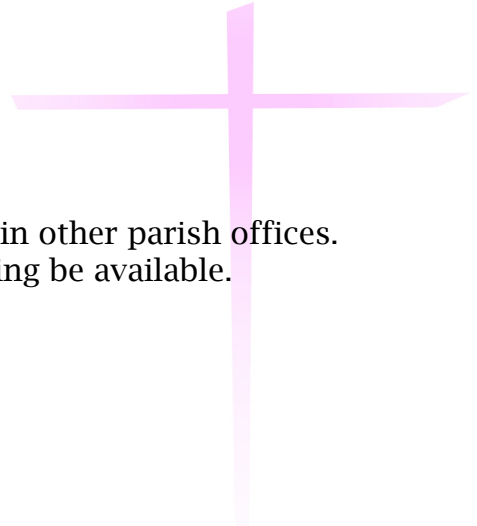
Person Specification

Essential

1. Good interpersonal skills and the confidence to welcome visitors, deal in a friendly and sensitive way with enquiries.
2. Sound administrative skills including the ability to maintain and develop filing systems and deal with the ordering of equipment, stationery and other office requisites.
3. Well developed IT skills particularly in relation to word processing and spreadsheet and internet applications or the understanding to develop such skills speedily.
4. Flexibility to cope with changing demands, manage priorities, using personal initiative and operating with limited supervision.
5. Arithmetical skills to deal with routine office finance.
6. Recognition of the importance of confidentiality in many of the areas of the work.
7. Sympathy to the ethos of the Church of England and of its role in the community.
8. Flexibility and mobility to undertake work in the churches' offices across Kirkby.
9. Experienced and well organised person.

Desirable

1. Knowledge and experience to create appropriate filing systems.
2. A flare for design and layout of printed publicity.



Summary of Terms and Conditions

10.5 hours / 3 mornings / week. £7.50 / hour.

20 days holiday / year + public holidays pro-rata.

Shared office space at St Mark's church with occasional duties in other parish offices.

Possibility of further hours on particular projects should funding be available.

Starting date: Monday 6th September 2010.

Six month probationary period.

Application closing date, 5.00pm Friday 25th June 2010

Interviews will be held on the afternoon of Monday 5th July.

Photo ID should be brought to the interview.

Job offer will be subject to a practical demonstration of the successful candidate's skills.

Applications should be made on the application form and returned to:

Revd Dr Tim Stratford

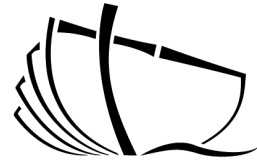
The Rectory

Old Hall Lane

Kirkby

Merseyside

L32 5TH



Diocese of Liverpool
Parish of Kirkby

APPLICATION FOR EMPLOYMENT

This application is private & confidential

Application for the post of Kirkby Team Ministry Admin Assistant

Please complete and post this form to: Revd Dr Tim Stratford, The Rectory, Old Hall Lane
Kirkby, Merseyside. L32 5TH

Please write or type clearly using black pen, in order that this form can be photocopied

NAME

ADDRESS

PHONE NUMBER (daytime)

PHONE NUMBER (evening)

Where did you hear about this vacancy? _____

Please provide the names, organisations, job titles, addresses and phone numbers of three referees. At least one should be your current or most recent employer.

Please indicate the capacity in which you know referees.

1	2	3

1 May we approach this referee for a reference now? **YES/NO**

2 May we approach this referee for a reference now? **YES/NO**

3 May we approach this referee for reference now? **YES/NO**

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name and address of employer	Job title and summary of duties	Reason for leaving
From	To			

Dates		Place of study	Qualifications attained
From	To		

Membership of Professional Bodies

Do you possess a car, and a full driving licence? **YES/NO**

Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.

Please continue overleaf

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Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'.

Have you ever been convicted of a criminal offence? Yes / No

Do you have any criminal charges or summonses pending against you? Yes / No

Having a criminal record will not necessarily bar you from working with us.

Disabled Applicants

If invited to interview, are there any special arrangements that you would like to be made for you?

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed :

Dated :

CONFIDENTIAL

Parish of Kirkby

MONITORING SHEET

Equal Opportunities Monitoring Sheet

POST : Kirkby Team Ministry Admin Assistant

The Diocese of Liverpool aims to be an equal opportunities employer and service provider, irrespective of race, gender, disability, sexuality, etc. - although not all of our premises are yet fully wheelchair accessible. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

1. Gender

Male Female

2. Age

Less than 35 35-49 50+

3. Disability

Do you consider yourself to have a disability?

Yes No

4. Ethnic Origin

What do you regard as your ethnic origin?

White	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>
Mixed Heritage	<input type="checkbox"/>	Asian Chinese	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		