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**Holy Trinity with St Columba, Fareham**

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| Job profile |  |
| Job title | Assistant Administrator |
| Reports to | The Vicar’s Secretary |
| Principle Location | Parish Centre, Holy Trinity Church Fareham PO16 0EL |
| Travel required | Home to Parish Centre and some travel to St Columba Church as required.  |
| Work pattern / hours | 15 Hours per week Mon-Fri  |
| Date written/updated | May 2025 |
| Closing Date | Monday 9th June |

**BACKGROUND and ROLE**

We are a large Parish, blessed with two churches, one in the town centre of Fareham, the other in the heart of a residential area off Highlands Road.

Located in the Diocese of Portsmouth, seeking to be *“a rejuvenating community of Jesus-centred, Kingdom-seeking disciples”*, our [Mission](https://htscf.org.uk/vision-mission-and-values/) is to practise our faith together, by reaching out, sharing what we have and partnering with others for the common good. Our Values include engaging with the wider world and generously serving those in need.

We seek to grow together as a welcoming and inclusive community of faith. We are an active member of [Christians Together in Fareham](https://htscf.org.uk/christians-together-in-fareham/) and the [Inclusive Church Network](https://htscf.org.uk/inclusive-church/), as well host to Deaf Church and to the Open Table Network. Further information can be found on our website. <https://htscf.org.uk/>

Responsible to the Vicar, day to day the Assistant Administrator reports to the Vicar’s Secretary and has a key role in providing administrative support to the Parish Office.

**KEY RESPONSIBILITIES**

**Regular Duties**.

Church services support:

* Prepare song sheets for worship services.
* Process and edit material to be used in an information leaflet for the congregations.
* Order church consumables as informed by Churchwardens and ensuring all seasonal material is available in good time.
* Prepare monthly prayer list for Anniversary of Death.

**General office tasks:**

* Act as a point of contact for enquiries of the clergy, by post, e-mail, phone or in person at Reception, and arrange appointments.
* Manage premises bookings including all paperwork and invoicing for Hall and Church bookings for both Holy Trinity and St Columba churches.
* Handle routine letters and e-mails, replying or drafting replies where required.
* General photocopying and printing of regular information bulletins.
* Read and digest information that comes into the office, to ensure an accurate
overview of events and changes occurring in the parish.
* Maintain the office spaces in a tidy and organised fashion.

**Routinely**

* Record Keeping: To maintain accurate parish records, including:
* Compile and keep updated CCLI hymn and music data reports.
* Assist the Secretary in keeping office files updated, maintaining parish database and various parish lists and electronic diaries.
* Maintain Churchyard records for burial of ashes.

**Shared with Office Team:**

* Handle routine office mail and appropriate correspondence for the Churchwardens and Vicar.
* Responsibility for receiving cash to the office, recording and banking monies.
* Assist with keeping the Parish website up to date through forwarding relevant information from the office and alerting the Webmaster.
* Carry out web research when needed.
* Deputise for Secretary’s routine tasks during periods of absence/holiday.
* Any other administrative duties as required by the clergy or churchwardens and committee officeholders (PCC Secretary, Treasurer, Committee chairs).

**PERSON SPECIFICATION**

**Qualifications**

**Essential**

* Educated to a good general level, including GCSE C or equivalent in English and Maths
* Good IT skills – proficient in Microsoft Word, Excel, Publisher, Outlook,

**Desirable**

* Working knowledge of database desirable but training will be given

**Experience, Skills and Knowledge, or can demonstrate:**

* Ability to carry out general office and administration procedures, filing and reception work.
* Good communication skills, both written and oral.
* Competent keyboard skills.
* Ability to prioritise, use time and resources.
* Willing to work alone but also with others.
* Confident to be able to work to deadlines.
* Willing to learn about the Church of England and parish life.
* Ability to travel between the two churches during working hours would be an advantage.
* Attention to detail while holding a broad perspective

**Personal Qualities**

* Helpful, approachable and trustworthy
* Able to work under pressure and deal with interruptions in a busy environment.
* Calm, confident and assertive
* Diplomatic, confidential and discreet
* Able to relate to individuals at all levels
* Ability to use initiative and common sense
* Quick to grasp essentials and willing to attend relevant training courses
* Flexible – including a willingness to be flexible about working hours if needed

**Remuneration**

Salary: Living Wage of £12.21 per hour, 15 hours per week

Holiday 20 days + statutory bank holidays

Probationary period: 6 months