



Dereham and District Team Ministry
The parishes of Dereham, Scarning, Swanton Morley, Beetley with East
Bilney, Hoe, Shipdham, and Bradenham

PERSON SPECIFICATION

CHURCH ADMINISTRATOR

The Administrator is responsible to the Clergy and the Churchwardens of the Dereham and District Team Ministry.

The successful candidate will be expected to work closely with the Clergy and Churchwardens and other volunteers.

We are looking for someone who is able to work alone and/or with a small team. To act in a welcoming and calm manner to all members of the public who wish to make enquiries regarding the Church or Church House.

They are expected to have experience of running an office. A comprehensive knowledge of computers is essential, including Windows 10, Microsoft Office – Word, Excel and Publisher, and also Dropbox.

This post holds special responsibilities with regard to managing the Benefice Fees account made up of payments for Weddings and Funerals.

Membership or knowledge of the Church of England is an advantage but not essential.

Training will be given for all areas of Church Administration.

The post is for 12 hours per week over three days. Some remote working may be possible.

The salary is £10 an hour with an annual review.

The annual leave entitlement is 20 days pro rata + Bank Holidays.

On completion of a satisfactory three months' mutual assessment period, a permanent contract will be offered with comprehensive terms and conditions

This post is subject to a satisfactory DBS check.