

Parish of Oswaldtwistle

Job Description

Job Title:	Parish Administration Assistant
Salary:	£12/Hour
Hours:	14 hours per week to be worked over a minimum of 3 days. Daily working pattern to be agreed on appointment.
Location:	The Parish Office, New Lane, Oswaldtwistle
Responsible to:	Initially Associate Priest, Parish of Oswaldtwistle, then the Vicar of Oswaldtwistle following appointment.

1. Background

The Anglican Parish of Oswaldtwistle comprises three churches All Saints' is a modern building to the west of the town, Immanuel is the oldest church and is situated to the south of the town, St Paul's is towards the centre of the town, but at the edge of the Parish. We have a vision to be a welcoming parish for all ages, looking out to the community.

2. Purpose of the role

We're passionate about sharing the love and good news of Jesus with the people of Oswaldtwistle and are looking to recruit someone as a Parish Administration Assistant who shares this vision and passion.

The purpose of the Administration Assistant is to support the Vicar with church administration tasks, freeing up their time to focus on mission and ministry. It is envisaged that time will be spent working on tasks across all three churches with specific responsibility for the recording of burials in Immanuel Churchyard. The Parish office is the first point of contact for enquiries for Baptisms Weddings and Funerals so some interaction with the general public will occur.

The role requires someone who is approachable, well organised and with good interpersonal skills. Knowledge of computer packages and the ability to use social media will be essential. This position requires a good degree of professionalism and the ability to work in an environment where multi-tasking, sound decision making, self-motivation and discretion are necessary.

3. Main duties and responsibilities

- Provide administrative and secretarial support to the Vicar, including diary management and ordering of supplies/equipment.
- To provide general administration support to the wider parish including but not limited to; production of the weekly pew sheet with the necessary information; collating and printing of service booklets as necessary for all three churches; creating publicity material for events etc.

- To update social media and manage the parish website.
- Respond to parish correspondence, including telephone calls, ensuring that information (both online and paper based) is handled in an appropriate way, this will require a working knowledge of GDPR compliance and practice.
- Acting as a point of contact for booking parish baptisms, weddings and funerals, ensuring they are handled in an appropriate and sensitive way, and that follow-up actions are completed.
- Ensuring that any data that the parish is required to collect is gathered and reported as necessary.
- Minuting meetings as required.
- Any other duties as required.

Person Specification

Criteria			Criteria Assessed by	
			Application	Interview
Experience, Knowledge, Training and Qualifications				
a	A good level of education – GCSE pass (or equivalent) in Maths and English	Essential	✓	
b	Confident use of technology including Office Applications (Word, Excel etc) and online communications.	Essential	✓	✓
c	Knowledge of church administration and reporting processes including parish returns, or the willingness to learn.	Desirable	✓	✓
d	Ability to run and maintain online systems to organise and share information.	Essential	✓	✓
e	Experience of accounting processes	Desirable	✓	✓
f	A working knowledge of GDPR compliance and practice.	Desirable	✓	✓
Personal Attributes				
a	Enthusiasm for the gospel and mission of the church	Essential		✓
b	A positive person who is willing to overcome challenges, adapt to changing requirements and solve problems.	Essential	✓	✓
c	Well-organised and administratively effective, with the ability to manage own workload	Essential		✓
d	Self-motivated and proactive, happy to work alone whilst recognising themselves to be a crucial part of the team.	Essential	✓	✓
e	A team player who is able to work collaboratively with a diverse group of people including paid staff, volunteers and parishioners.	Essential	✓	✓
f	An excellent communicator who is comfortable dealing with a wide range of people in a professional and friendly manner.	Essential		✓
g	A commitment to safeguarding children and vulnerable adults, and ensuring the application of the Church of England safeguarding policy.	Essential	✓	✓

Outline of Terms and Conditions

Employer: The Parochial Church Council of the Parish of Oswaldtwistle

Contract type: Permanent - This role is subject to funding from the National Churches Strategic Mission and Ministry Investment (SMMI) fund for 4 years, the Parish continue funding the post thereafter.

Salary: £12 per hour paid monthly.

Hours: This is a part-time role based on a 14 hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

Location: The post holder will be based at The Parish Office, New Lane, Oswaldtwistle

Pension: 10% Employer, 3% Employee contribution

Annual leave: 25 days (plus statutory bank holidays) pro rata. Leave should be arranged in advance with the Vicar/Associate Priest. The holiday year runs from 1st January to 31st December.

References: Appointment will be subject to the receipt of two satisfactory references, including present or most recent employer.

Probationary period: The role will be subject to completion of a satisfactory 6-month probationary period, with the first review after 3 months. Appraisals will take place annually thereafter.

Notice Period: During the 6-month probationary period 2 weeks notice is required on either party. Thereafter 1 months' notice is required.

Right to work: The post-holder must have the right to reside and work in the UK.

DBS: A satisfactory DBS clearance is required.

Safeguarding: The Parish of Oswaldtwistle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake the necessary Diocesan Safeguarding Courses.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

How to apply

To apply please complete an application form and send to Carole Garner, Associate Priest (revcarole1312@gmail.com).

The deadline for applications is Monday 3rd February 2025 and interviews are expected to be held during the week of 10th February 2025.