



Church Secretary/Office Administrator

Organisation: Colinton Parish Church, Edinburgh

Monthly Salary: £ 875 (equating to £10,500p.a.)

Working hours: 10.00am to 4.00pm Tue-Thurs, 9.00am to 1.00pm Fri

Job type: Church Secretary/Office Administrator

Status: Part time, temporary until the end of June 2020

Location: Colinton Parish Church, Dell Road, Colinton, Edinburgh EH13 0JR

Website: <http://colinton-parish.org>

Role:

Who are we and what do we do?

Colinton Parish Church is located in the south west of Edinburgh. We are very much concerned with community providing today a heart and soul for this suburban parish just as our predecessors did all the way back to 1095. The life and buildings of the parish church provide a meeting place for all ages and backgrounds as we offer a welcome in our Swing Café or accommodation for many different organisations in our rooms and halls.

Due to our present church secretary moving on to pastures new and the need to take a closer look at the remit of this permanent post, a short-term temporary opportunity has arisen for a Church Secretary/Office Administrator to provide a flexible administrative support to the Ministry Team in a busy suburban church office. You will be responsible for the organisation and co-ordination of the office and contribute to the smooth running of the Church's activities. You will be a first point of contact for visitors to the church.

What skills does the post require?

You must be an experienced administrator, including basic financial record keeping. Key to success is the ability to use your initiative and to manage multiple priorities to agreed deadlines. In addition, you will also need excellent communication skills and highly developed inter-personal skills, with the ability to gain trust and maintain confidentiality. The job requires a good working knowledge and ability in IT applications, with attention to detail being important. Social media experience would be an advantage. Working as part of a small team, you will be self-motivated and able to demonstrate an adaptable and mature approach.

Application notes:

For a job description and person specification, please see below.

To apply, please email a short CV with relevant qualifications together with a supporting statement which clearly demonstrates that you have the required skills, experience and personal qualities using specific examples to rbilles@churchofscotland.org.uk

Please also supply the names and contact details of two referees.

Application deadline: Friday 14 February 2020



COLINTON PARISH CHURCH JOB DESCRIPTION

Title of Post:	Church Secretary/Office Administrator
Location:	Colinton Parish Church Dell Road Colinton Edinburgh EH13 OJR
Responsible to:	The Minister and Kirk Session
Date:	March 2020
Main Purpose of the Post	To be responsible for the organisation and co-ordination of the office operations and procedures, providing clerical administration and support to the Ministry Team in this busy suburban church office next to our community café

Main Duties:

- Co-ordinate and ensure successful delivery of the administrative activities of the Church Office in support of the Ministry Team, Kirk Session and congregation
- Be the primary point of contact for all enquiries received in person, by telephone and electronically providing high level of confidentiality
- Prepare and manage correspondence, reports, presentations and posters
- Handle incoming mail and other material
- Circulate dates and prepare minutes and agendas for meetings
- Organise and maintain church calendar
- Co-ordinate scheduling for baptisms, weddings and funerals and prepare relevant paperwork
- Keep accurate membership records (new members, baptisms, weddings, deaths etc.)
- Maintain and organise reception area
- Type and print weekly orders of service and Powerpoint presentations
- Order and maintain office supplies, equipment and church stationery
- Maintain office systems including routine filing of paperwork and computer-based filing system
- Manage and maintain the various Church databases and statutory records ensuring GDPR compliance
- Update website, Facebook and Instagram pages
- Provide financial administration support to the Church Treasurer

Skills, Abilities and Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> An experienced, capable organiser with good administrative skills including basic financial record keeping 	X	
<ul style="list-style-type: none"> Good at multi-tasking and prioritising 	X	
<ul style="list-style-type: none"> Pleasant and professional telephone manner 	X	
<ul style="list-style-type: none"> Good listening skills 	X	
<ul style="list-style-type: none"> High level of IT skills and experience of relevant software applications, e.g. MS Word, Excel and Powerpoint; Publisher and Access 	X	X
<ul style="list-style-type: none"> Experience in the use of social media 		X
<ul style="list-style-type: none"> Experience of producing high quality publicity materials 		X
<ul style="list-style-type: none"> Strong attention to detail and high level of accuracy 	X	
<ul style="list-style-type: none"> Good time management 	X	
<ul style="list-style-type: none"> Excellent communication skills 	X	
<ul style="list-style-type: none"> Discretion, confidentiality, tact and integrity 	X	
<ul style="list-style-type: none"> People focussed with strong interpersonal skills 	X	
<ul style="list-style-type: none"> Ability to stay calm and tactful under pressure 	X	
<ul style="list-style-type: none"> Methodical approach consistently working to high standards 	X	
<ul style="list-style-type: none"> Judgement and problem solving 	X	
<ul style="list-style-type: none"> Willingness and ability to work as part of a team 	X	
<ul style="list-style-type: none"> Flexible and adaptable work-based approach 	X	
<ul style="list-style-type: none"> Readiness to use own initiative and be proactive 	X	
<ul style="list-style-type: none"> Self-motivator with a positive attitude 	X	
<ul style="list-style-type: none"> Personal faith and an understanding of the church 		X

Terms and Conditions:

- The salary for this post is £875 per month
- The hours of work for this post will be Tuesday to Thursday 10.00am to 4.00pm and Friday 9.00am to 1.00pm
- The post is based at the Church Office, Dell Road, Colinton EH13 0JR
- There are two days annual paid leave per month worked
- There is no entitlement to sick pay
- The post holder will be automatically enrolled in the NEST Workplace Pension scheme but they may choose to opt out of this within one month of enrolment
- We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit gov.uk/check-uk-visa. If you are invited to interview, we will ask that you bring evidence showing your right to work in the UK with you (photocopies are not accepted)