



## **St. Peter's Church – Support Assistant Role Description**

The aim of this new post is to try and ensure no loss of continuity, at least during the interregnum period, by addressing three key areas:

- Point of contact and coordination formerly undertaken by the incumbent's personal assistant role, particularly in relation to 'life events' (funerals, baptisms and weddings), general enquiries and pastoral issues
- Supporting activity leaders (including Hub, children and youth and other church groups) and assist with coordination between groups, important recruitment and safeguarding administration and record keeping
- Supporting a number of 'back office' functions to compensate for potential disruption over the coming interregnum period

**Job Title:** Support Assistant

**Responsible to:** The post holder will be directly responsible to the Church Wardens

**Location:** Variable: desk space will be available at the Simon Peter Centre, Church Road, Woolton, Liverpool L25 5JF; although there may be need to work in the Church or Church Hall from time to time; home working may also be considered

**Hours:** 10 hours per week – normally over 5 days Monday to Friday, mostly during office hours. Some flexibility may be required to ensure the church is contactable through the week, and particularly to cover rest days and staff holidays.

**Salary:** £ 10.25 gross per hour

### **Job Purpose:**

- To provide essential support and administration functions to the church wardens, curate, staff and activity leaders, and to assist with the efficient functioning of the Parish, particularly during the interregnum period in order to avoid disruption
- To support the administration of certain key activities, particularly relating to 'life events', and the various activity groups
- To support the smooth running of the 'back office' and to work as part of the staff and volunteer teams
- To positively promote the operation and activities of the organization.

### **Main Duties:**

The postholder will work under the direction of the Church Wardens and the main duties will be to

- Support close working and good communications between the Church Wardens, curate, staff and activity leaders
- Provide one of the initial contact points for 'life event' enquiries (currently mainly via telephone, email, and web-based enquiry form) and to re-direct and coordinate a response with the relevant team
- Maintain accurate records of 'life event' enquiries and their outcome
- Help ensure all diaries, bookings, plans, contact lists etc are up to date and communicated with the relevant team, making particular use of the iKnow management software



- Prepare regular notice sheets and similar communications, including emails and posts on the church webpages
- Coordinate with volunteers undertaking weekly printing tasks eg notice sheets, activity sheets, consent forms and the like

### **Person specification**

The successful candidate will need to demonstrate that they meet the following criteria, which are either essential or desirable requirements for the job unless otherwise specified:

- Computer literacy including familiarity with Microsoft Office, Word, Excel and email
- Wordpress website knowledge would be an advantage
- Experience and ability to undertake a broad range of administrative duties effectively
- Knowledge of current practices and procedures related to a Church of England Parish, especially the PCC would be an advantage
- The ability to work on own initiative and within a team setting
- Effective communication skills, face to face, on the telephone and in writing
- Planning and organisation skills with an ability to meet deadlines
- The ability to deal with information of a confidential nature

The Support Assistant will be expected to be a member of the staff team, sharing in communication, support, and encouragement with regular meetings.

**The holiday entitlement is 33 days per year, including bank holidays and will be pro-rated for part-time roles.**

**The contract will be a temporary fixed term contract to provide administrative support during the interregnum. It is anticipated that the term of the contract will be 9 months. A probationary period of 6 months will apply.**

**Satisfactory references, evidence of the correct permission to work in the UK and an enhanced DBS disclosure will be required before the successful applicant could take up the post.**

To apply for the post, please send your CV with a covering letter by post or email to the church warden: Terry Van Eker, 71 Church Road, Woolton, Liverpool L25 6DA [terryvan702@msn.com](mailto:terryvan702@msn.com)

Closing date for applications: **Friday 19th November 2021**  
Interviews will be held the week **commencing Monday 22<sup>nd</sup> November 2021**.