



# St Oswald's Church

Main Street, Fulford, YO10 4HJ

## Part-time Church Administrator

**St Oswald's Church, Fulford, York**

**£12.60 per hour (plus 6 weeks paid holiday)**

**10 hours per week.**

### **Background**

St Oswald's Church is a Christian community seeking to be open, friendly and accessible to all – sharing God's love, in word and deed, through fellowship and in service to our local community. We are a local Church of England church with a regular congregation of 50-70 adults plus 10-15 children.

Due to recent expansion, we are seeking a Church Administrator to assist with the increasing administrative workload. This will initially be for 10 hours per week and for a period of 2 years. Extension beyond this initial period is possible, subject to mutual agreement.

The successful applicant will report to is the Vicar of St Oswald's Church

### **The Job**

- To give a welcoming and responsive service to enquirers, whether by phone, email or in person.
- To provide secretarial support to the vicar, enabling her/him to function effectively in their ministerial role. The vicar will also be the line manager.
- To run the administrative activities of the church, including establishing physical and online filing systems with appropriate GDPR protection; managing record keeping of pastoral visits, health and safety risk assessments, safeguarding documents, employment records etc; ensuring the smooth flow of information and providing the necessary paperwork; researching and updating all necessary policies.
- To keep church and hall diaries up to date in partnership with the hall manager, vergers, churchwardens and vicar.
- To work with the vicar and publicity team to produce and print quality seasonal and general orders of services.
- To work collaboratively with lay officers of St Oswald's Parochial Church Council on any reasonable administration tasks, including minute-taking, as may be reasonably required

provided they fall within the competence of the job holder and they are safe for them to undertake.

### **The Successful Candidate**

This is a new post and the nature of the work will vary from day to day. Alongside their core duties, all members of staff and volunteers are required to work together well and to be flexible where possible.

	Criteria
Skills and Abilities	<p>Organisational and coordination skills</p> <p>Computer literate, in particular Word, Outlook and Excel</p> <p>Knowledge of or capacity to learn to use Canva and WordPress</p> <p>Good communication skills</p> <p>Ability to communicate in writing, including basic understanding of spelling and grammar</p> <p>Much of the Church's success in its mission relies on voluntary effort. A diplomatic approach to people interaction will be essential.</p>
Experience	<p>Administrative and office experience.</p> <p>A basic knowledge of the organisation of the Church of England and the wider Episcopal Church is required. (This can be supplemented at induction.)</p>
Personal Attributes	<p>Highly organised, reliable, personable, approachable.</p> <p>An inclusive attitude towards helping others.</p> <p>Understand the importance and respect the need for confidentiality including compliance with relevant GDPR Regulations.</p> <p>Able to work both under instruction and on your own initiative.</p> <p>Willingness to undertake training as required.</p> <p>Prepared to be flexible and to attend occasional scheduled meetings at evenings or weekends.</p> <p>To be supportive of the values of the church's values.</p>

**How to apply: :**

Please send a cover letter/personal statement and CV to:

Rev Canon Sue Sheriff

St Oswald's Vicarage

1 Fulford Park

York YO10 4QE

vicar@stoswalds.church

**Closing Date for Applications is 18:00 on Monday 31 March 2025**

**Equality Monitoring Form:** You will be provided with an Equality Monitoring Form; completion is on a voluntary basis. Failure to complete the form will NOT adversely influence your application. Any information provided will not be shared, will be kept confidential and used for monitoring purposes only.

**Additional information**

This post is initially for a two-year fixed-term; there will be a three month probationary period.

There is a small office in the church hall, alternatively the ability to work remotely would be welcomed.

St Oswald's Church is committed to safeguarding children and young people, vulnerable adults and those in abusive relationships; we expect our employees to share that commitment. Safer recruitment guidance will be followed and a basic DBS check will be required for this post.

The Church does not have a license to sponsor workers from overseas and can therefore only accept applications from candidates with an existing right to work in the UK.

**References**

Employment references will be required from anyone who is shortlisted.

