

## **Administrator: Parishes of Holy Trinity, Stroud Green and Holy Innocents, Hornsey**

The parishes of Holy Trinity and Holy Innocents, are looking to employ a part-time administrator to work across both parishes for 16 hours a week, at a salary of 16.40 per hour. To apply please send a letter of application and a CV to [frben.holyinnocents@gmail.com](mailto:frben.holyinnocents@gmail.com) by Monday 14<sup>th</sup> February. Interviews will take place week beginning 21<sup>st</sup> February.

### **Job Description**

On a normal week you would work 8 hours in each parish, reporting to the respective incumbent. This could be done over two days, or spread out over the week as preferred. Ideally we would like somebody able to offer a degree of flexibility.

The duties would include:

1. Managing booking and letting of premises
2. Liaising with cleaners to ensure regular payment and that premises are in an acceptable state
3. Liaising with contractors for building maintenance
4. Producing weekly newsletter and other service sheets as required
5. Ensuring websites are up to date and enquiries are answered.
6. Assisting with general financial administration
7. Assisting with maintaining parish records and policies up to date
8. Managing ordering of sacristy and office supplies.

We envisage that the scope and focus of the job could develop with the skills of the person appointed.

### **Person Specification**

#### **Essential**

Possession of at least basic computing and word processing skills including desktop publishing

Ability to create and maintain filing systems and records

Ability to work with and relate to a wide variety of people.

Be in sympathy with the aims and ethos of the Church of England and the parishes of Holy Innocents and Holy Trinity.

Ability to keep confidences.

Ability to work alone and also as part of a team.

#### **Desirable**

Previous experience of Parish administration.

Experience of website administration using WordPress, or a willingness to learn.

Possession of at least basic bookkeeping skills or a willingness to learn these.

Willingness to embrace a degree of flexibility with working hours.