

Assistant to the Administrator

Job Description

The Church

St Simon Zelotes is a parish in the Chelsea/Knightsbridge area of London. The local population is multi-national, mobile and mostly very affluent, but there are pockets of social housing within the parish boundaries.

The role

The Assistant to the Administrator will be line-managed by the Associate Vicar, and also receive oversight and instruction from the Administrator.

S/he will be expected to:

- Produce, print and fold Orders of Service for weekly Sunday services and other services/events using Microsoft Word, Adobe PDF software or LibreOffice Draw. Produce an Online version.
- Email Orders of Service to the Ministry team member who is leading the service or event.
- Weekly mailing to the housebound
- Preparing cheques for signing and recording on excel spreadsheet
- Printing annual APCM packs
- Printing Free English materials
- Carry out occasional meter readings e.g. electricity and water.
- Being on site during hours to meet workmen and contractors at the church.
- Producing Funeral/Memorial register and maintain
- Digitalising our Safeguarding processes under supervision
- Supporting the Administrator with the completion of other tasks.

The person

- Willing to undertake Safeguarding and other training courses required by the church
- Excellent organisational and administrative skills
- Computer literate and good typing skills (able to use Microsoft Office & Outlook and willing and able to learn how to use new software for administrative and communication purposes).
- Able to work with and compile electronic databases.
- Good eye for detail
- Fluent written and spoken English
- Honest and trustworthy, and able to maintain confidences
- Able to liaise with others to complete tasks
- St Simon's has a 'conservative evangelical ministry', and it is desirable that the post-holder should have an understanding of and sympathy with, orthodox Biblical Christianity. The post holder must be able to respect the conservative evangelical beliefs and ethos of the church ministry team, and work with the team harmoniously and supportively.
- An acquaintance with the liturgy of the Church of England and the shape of the church year is desirable

Hours and working pattern

- 6 hours of administrative tasks (assistant role) each Friday
- Joining the staff lunch on a Friday

6 Fridays holiday a year

Pay: £5200-£5700 depending on experience