

Advertisement

St Mark's Parish Church Church of Scotland

Role: Office Administrator (Part time)

Working as part of a friendly and diverse team you will provide general administrative support to the congregation, elders and ministry team at St Mark's Parish Church. The successful candidate will have good administrative skills and experience of working within a third sector organisation or a similar membership organisation. A working understanding of the Church of Scotland would be beneficial but is not an essential requirement of this role as induction support will be given. The initial contract for this role is for one year with review, as future working patterns for the church are yet to be decided across the town.

Hourly Rate: £14.92.

Hours: 12 hours per week.

Annual Leave: 6 weeks a year including public holidays

CLOSING DATE: Friday 6th December at 12 noon

Proposed Start Date: Monday 6th January 2025

For any further information about this role please contact: Janet Foggie, Locum Minister locum@stmarksparishchurch.org or Moira Peebles, Finance Convenor, finance@stmarksparishchurch.org

To apply please email a CV and Covering letter explaining how you fit the Knowledge, Skills and Experience for the post to:

Janet Foggie, Locum Minister
locum@stmarksparishchurch.org

OR by post to

Rev Dr Janet Foggie
St Mark's Parish Church
St Andrews
Fife
KY16 9UY

St Mark's Church of Scotland

Job Description: Office Administrator

November 2024

Main purpose of the post:

Working as part of a team you will provide general administrative support to the congregation, elders and ministry team and to participate in all areas of its work taking specific responsibility for the administrative work of St Mark's Parish Church.

Context:

St Mark's Parish Church, is a prominent building on St Mary's Place, St Andrews, Fife. It is a Church of Scotland congregation and is a Scottish Charity (SC014934). We have a busy building used through the week and a strong worshipping congregation on a Sunday morning as well as a Messy Church which runs monthly. As part of the mission of St Mark's Church, one of our goals is to have far reaching outreach within our community. We provide space, resources and opportunities for all ages and abilities in our Parish and advancing community development by providing accommodation in our halls for a wide range of groups and activities.

MAIN DUTIES

Overseeing the day to day running of St Mark's Church Office, planning, monitoring and management:

Ministerial Support

- Working with the Ministry Team to support the worship life of the church. Printing and disseminating online the Church notices and overseeing the Order of Service for each week. Contacting the reader, collating and co-ordinating intimations and printing the Order of Service. Taking the minutes for the Worship Planning Committee and supporting them in their work.
- Co-ordinating the availability of the church for funerals, weddings and other church services. Ensuring the organisation of stewards, provision of sound and recordings, and arranging for a sound system co-ordinator. Supporting the ministry team in preparing tea and coffee for bereaved families at funerals or at pastoral visits within the church.
- Any other duties as may be reasonably required.

Office Support

- To manage the church office, including the photocopier, phones, stationery and cleaning orders, etc, and to troubleshoot any issues on a regular basis.
- Print and distribute duty rotas.
- Acting as the central point of contact for St Mark's, collecting, distributing and disseminating all emails and correspondence received as well as dealing with all telephone calls and forwarding messages as required.
- Keep all mailing lists using spreadsheets and Mail Chimp (both emails and property addresses). Maintain the directory of office bearers, and of organisations up to date, and the Congregational Roll, using knowledge of current GDPR.
- Running and keeping up to date the church Trello boards, ensuring all tasks are completed timeously.
- Managing the church diary and ensuring papers for meetings are circulated in good time.
- Prepare "to do" lists to guide those filling in while the Administrator is on holiday.

Communication

- Working with the Communication Committee to enable the life of the community to be reflected in the life and worship of the church, in particular the website, Facebook Page, printing of the newsletter, and any other means of communication as required.

Trustee Administration

- Working closely with the Session Clerk team to ensure the smooth running of the Kirk Session, filing session minutes, sending out session papers, communication emails, and ensuring proper congregational records are kept digitally and on paper, e.g. congregational roll, new members, weddings, baptisms, deaths, etc.
- Liaising with the Finance Team regarding all financial matters and monitor the office expense account.

Property

- Working closely with the Property Committee and managing the maintenance and administration for the running of the church building on St Mary's Place St Andrews, ensuring its heating, key protocols, health and safety, etc. are all in place and up to date, and managing its availability to the community.
- Management of the hall lets, liaising with the groups which let the halls and ensuring we do what we can to maximise the income to the congregation from letting the building and ensuring all the necessary administration is correctly completed.

Education and Outreach

- Working with the Education Committee in promoting and developing the mission of the worldwide church as well as the groups and activities in St Mark's Church building through printing materials, publicising events and maximising the facilities on offer.
- Raising the profile of St Mark's Church within the local community and with relevant partners and external organisations.
- Supporting the administration of any church groups that require assistance.

Inclusion

The Church of Scotland is an equal opportunities employer with an active inclusion policy. Please let us know if there's any accessibility requirements or modification of the application, interview process or role which would enable you to fulfil this post.

NB: Two references will be called after interview and prior to appointment.

Knowledge, Skills and Experience

Skills and Experience	Essential	Desirable
Experience of Administration in an Office setting	X	
Experience of working on your own initiative	X	
Good interpersonal skills, with professionalism, empathy and understanding.	X	
Experience of managing email, minute taking, electronic diaries and other routine admin tasks.	X	
Good time keeping and an ability to manage multiple work-streams within set working hours including an ability to switch tasks as required while ensuring all necessary duties are fulfilled.	X	
Experience of working with IT hosts, managing a website and keeping web pages relevant and up to date.	X	
Experience of managing organisational social media accounts.		X
An understanding of the pastoral needs of a Christian congregation, high levels of confidentiality and maintaining professional boundaries when supporting the ministry team.		X
Experience of using Trello or other online project management software.		X
Experience of invoicing, accounting, accounting codes and managing lets.		X
An understanding of church buildings and the issues involved in their maintenance and upkeep.		X
Knowledge of, or experience working in, the Church of Scotland.		X

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