

Title Maternity Cover – Church Office Assistant - Temporary Renewable Contract initially 3 months

Contract and Hours *Temporary 3 month renewable contract.*
15 – 20 hours per week
Mornings over 4-5 days

Accountable to Emmanuel PCC, Vicar

Line Manager Head of Operations

Salary £13.15 per hour

Role Purpose

To support the running of the church office. The role will also support the Clergy and ministry team in routine diocese and parish administration, and other activities.

This will involve:

- Being an active part of the office team
- PA duties to support the clergy and Leadership Team
- First point of contact to those approaching the church by phone and in person
- Greeting visitors
- Providing viewing opportunities for those wishing to hire the hall
- Photocopying and printing.
- Supplies for the church and centre
- Assisting in keeping the church and the centre tidy

This will involve:

- Administration of 'life events' at Emmanuel (baptisms, wedding, funerals)

Please contact office@emmanuelcroydon.org.uk for more information or an application form.

Person specification - Criteria	Essential/ Desirable
<p>Knowledge and skills</p> <ul style="list-style-type: none"> • Excellent attention to detail • Well organised, able to plan own workload, work efficiently, meet tight deadlines and multi-task • Flexible, able to adapt to change • Good written and oral communication skills • Confident interpersonal skills, able to relate well to visitors + a good team player • Competent user of Microsoft office • Previous experience of working in an office or similar environment • This role is subject to Enhanced DBS disclosure 	All Essential
<p>Personal attributes</p> <ul style="list-style-type: none"> • Committed to equality, diversity and inclusion • Friendly and welcoming, able to deal with matters of confidentiality, with sensitivity and compassion • Calm under pressure • Treats people with respect • Ability to make decisions and take initiative • There is a genuine occupational requirement for the holder of this post to be a Christian, sharing in the worship, prayer and spiritual life of Emmanuel Church in the role of Administrator. 	All Essential