

### **Part -time administrator post**

The Parish of Bampton with Clanfield includes the communities of Aston, Bampton, Clanfield, Cote, Lew and Shifford, it has 5 church buildings and is served by Rev Janice Collier as Incumbent and supported by other local clergy and Lay Ministers.

We seek a part time Administrator for the whole Parish of Bampton with Clanfield, 10 hours per week over 3 days, working from home. Rate of pay £10 per hour.

Please find the application form on the website [www.bamptonchurch.org.uk](http://www.bamptonchurch.org.uk)

For an informal conversation with the current administrator please contact Roger Preston 01993 850415

Closing date: Monday 11<sup>th</sup> February 2019 at noon.

Interviews Monday 25<sup>th</sup> February

### **Job Description**

To be the first point of contact for general enquiries from the public regarding church activities, booking of baptisms, weddings etc. also to be contact for Funeral Directors and others arranging funeral and burials.

To maintain the Parish diary re bookings, services, rehearsals, concerts etc

To prepare and send out invoices for wedding and funeral services; to liaise with treasurers for retired clergy payments for services, and fees.

To process and publish Banns of Marriage across the Parish.

To produce clergy rota (with the Rev Janice and the ministers) and distribute across the parish.

To send the monthly service pattern to the Contact Magazine, and contribute to communication of all church events/activities

### **Person Specification**

We are seeking someone with:

Good social skills

Excellent telephone manner

Good IT skills

Flexible attitude

Attention to detail, especially invoices, data collection, Banns of marriage