



*Person Specification and Job Description
for the position of Church Office Secretary
at St Nicholas' Church, Nottingham*

30 July, 2010

Overview

In order to facilitate the smooth running of the St Nicholas' office, an office secretary is required to work with the Operations Manager. The types of tasks which the secretary will undertake are listed below but in essence they are the routine, regular activities without which the office and many of the aspects of the 'operation' of the church would not occur. The holder of this role will become the glue which holds together many of the operational activities of the church office and the church and which allows the other members of the St Nic's team to operate effectively. A suitable candidate will have opportunities to stretch the role beyond execution of the tasks in this document, helping to drive forward the planning of future activities.

Job title: Church Office Secretary

Reports to: Operations Manager

Hours: 20 hours per week

Salary: £18,500 pro rata (£9,860)

Qualities of the role holder

- Basic IT skills with a good working knowledge of Microsoft Office applications. Other software is in use at the office, so a positive attitude towards IT is essential.
- Strong interpersonal skills – the role holder will often be the first point of contact with those visiting the office
- A keen eye for and attention to detail
- Ability to work as part of a small, tight-knit staff team
- Self motivation and initiative—the role holder will be expected to identify tasks that need to be done and complete them
- In order to effectively fulfil the role, it is essential that the role-holder actively engages with the members of the St Nicholas' Church community by having regular, direct interaction with those who worship at the church. The role-holder is also encouraged to contribute to the prayer life of the staff team.

Hours

This is a part time role with a requirement to complete 20 hours per week.

There is some flexibility in how those hours are completed however there is an expectation that the normal *modus operandi* will see the role holder being present at the church office for at least three hours on each weekday morning and a minimum of four hours on Thursdays.

Job content

The role holder will be expected to identify the routine and ad-hoc operational tasks which need to be completed and use their initiative to complete them efficiently and effectively. The list below shows the types of tasks which the role holder will need to complete on a regular basis however these are just examples and other regular activity may be included. Although largely routine in nature there will be some avenues to express some creativity in areas such as the website, displays and notices.

Some of the areas the role covers and duties involved:

Preparation for Sunday services

Each week the following needs to be done:

- Newslip - collection of material and basic text preparation plus production (160 copies) plus email distribution.
- Songs and liturgy entered on to the projection software (SongPro)
- Large print version of the words prepared and printed and placed in Printout of the rota and display at the back of church
- Prepare PowerPoint of notices for display before and after services
- Prepare rotas for the duties (We expect the amount of time given to this aspect of the job to reduce from early next year when we move to service teams.)

Financial Operations

- Enter all income and expenditure on to the bookkeeping software (QuickBooks pro)
- Receive and pay invoices authorised by the budget holder
- Reimburse expenses
- Reconcile the account with the bank statement
- Submit the monthly accounts to the treasurer
- Bank collections
- Maintain records of gift aid declarations
- Prepare gift aid claims
- Liaise with the treasurer as necessary and assist with the financial year end

General office activities

- Answering phones / taking messages, responding to routine enquiries

If you wish to apply:

If you wish to apply for this position you should write a letter of application explaining how you see that your gifts and experience might suit you for this role. The letter, with an accompanying CV and the details of two referees, should be sent to David Duncan, Operations Manager at the church address and arrive by Wednesday, 8 September 2010. Interviews will be held on Thursday, 16 September.

- Act as 'gatekeeper' for general emails and providing responses to routine queries
- Answer the door and receive visitors
- Enter and maintain records on the church's database
- Make contact with people registering as "new to St Nic's" and liaise with the Welcome Co-ordinator and staff about the integration of that person or family into the life of the church
- Maintain a record of bookings and prepare publicity for events
- Take bookings for the centre and church
- Filing
- Maintain a record of basic office supplies at the centre; order supplies when authorised to do so
- Being responsible for recording and tracking actions on projects, staff actions etc. and escalating/following up where possible
- Creation of macro level plans for church activities to allow forward planning, avoiding clashes etc.

Church

- Look after the display at the back of the church and keep stocks of leaflets and removing out of date material
- Maintain a record of basic supplies at the church and order supplies when authorised to do so
- Keep an eye on the cleanliness and tidiness of the church and set appropriate tasks for church cleaner

Other duties as assigned by the Operations Manager.