



## St. George's Brockworth

### Job Description & Person Specification

Job Title	Church & Church Centre Administrator
Salary and Hours	16 hours per week @ £12.21 ph, increasing to £12.71 in April Working days are Monday, Tuesday, Thursday and Friday.
Reporting to	Vicar of St. George's - Mike Smith
Application address	Please send your CV and covering letter to hr@stgeorgesbrockworth.org
Date of issue	9/12/25. <b>The closing date for the notice is Friday, 9th of January 2026</b>

#### Overall Purpose of Post

To assist the parish priest with the day-to-day administration of the church.  
To enable the office to be open during regularly advertised hours as a point of contact for people.  
To act as booking administrator for the Church Centre.  
Welcome visitors to the Church Centre.

#### Context in which our jobs are carried out

We want all our team, volunteers, and paid staff, to have good working experiences with us and we seek to continually improve our working systems and arrangements.  
We are a welcoming and inclusive team, and we encourage new ideas and suggestions about what we can do better.

#### Terms of the role

- ❖ The role requires opening the office daily, interacting with clergy, parishioners and the public face to face.
- ❖ Working with the Vicar in the smooth running of the church office, as per the Job Description



- ❖ IT Skills required including Word and Spreadsheet knowledge.
- ❖ Subject to satisfactory DBS check.
- ❖ Training can be given on PCC rules and procedures.
- ❖ To undertake as requested other duties as may reasonably be expected
- ❖ To ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
- ❖ Over 18 years of age.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
General	<p>A high degree of confidentiality, and flexibility</p> <p>A willingness to deal helpfully, pleasantly, and confidently with a variety of people</p> <p>Ability to work alone, on own initiative</p>	A general understanding of the Church of England/parochial system.
Qualifications and Training	<p>Minimum Maths and English GCSE or equivalent.</p> <p>Excellent communications and administrative skills.</p>	Communication and/or administrative qualification
Experience	<p>Experience in supporting volunteers. Must have worked in an admin position.</p>	Experience of effective communications in providing documents across a range of IT and digital media
Knowledge, skills and abilities	<p>Organised with a good eye for detail</p>	An awareness of "Google Docs"
Personal Qualities	<p>Good interpersonal skills, approachable, friendly, supportive and enthusiastic</p>	