

# Job Description: Benefice Administrator

**Benefices of Mitford and Hebron, Hartburn and Meldon, Whalton, Bolam, Netherwitton, and Longhorsley**

**Diocese of Newcastle | Morpeth Deanery**

## **JOB TITLE**

**Benefice Administrator** (*Part-time, flexible hours*)

## **ACCOUNTABLE TO:**

**Revd Elaine Jones, Priest in Charge**

## **PLACE OF WORK**

**The Stable Room, Mitford** (with some flexibility for home working)

## **KEY RELATIONSHIPS**

Priest in Charge, PCCs (6 across 8 parishes), Churchwardens, Treasurers, Volunteer Ministers, Funeral Directors, Families, Hirers, Parishioners, Vergers, Organists, and Area Dean as required.

## **BACKGROUND**

This role supports the smooth operation of **eight rural Church of England parishes** in the **Diocese of Newcastle**, nestled in the **beautiful Northumbrian countryside** within the **Morpeth Deanery**. These parishes are overseen by **Revd Elaine Jones** and a team of **volunteer ministers**.

The Benefice Administrator ensures that the administration, communication, governance, life events, room and church bookings, and service planning are managed efficiently and pastorally.

## **ROLE PURPOSE**

To provide administrative, organisational, and logistical support to the benefice, enabling the churches to flourish in their mission and ministry through excellent coordination of services, bookings, and parish communication

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1. Parish Administration and Coordination**

- Act as the first point of contact for general enquiries (in person, by phone, and email).
- Liaise with the PCCs across the benefice on governance matters, routine administration, and documentation.
- Prepare, distribute, and file agendas, papers, and minutes for PCC meetings; attend meetings by agreement.
- Maintain and manage the **benefice and clergy diaries**, ensuring coordination of meetings, pastoral visits, and events.
- Coordinate life events (baptisms, weddings, funerals), liaising with ministers, families, funeral directors, organists, and vergers.

- Ensure all legal documentation for marriages and funerals is completed, filed, and passed to the relevant minister.
- Ordering parish supplies and distribution across the benefices.

## **2. Church and Room Bookings**

- Manage **bookings for church spaces and associated rooms** (e.g., The Stable Room), liaising with users, churchwardens, and caretakers.
- Maintain a bookings calendar and ensure hirers are informed of usage policies and procedures.
- Issue invoices and coordinate with treasurers regarding payment for room/church use.
- Be the point of contact for outside groups and community events hosted in church buildings.

## **3. IT and Communications**

- Maintain and develop use of **iKnowChurch** for managing diaries, rotas, contact lists, bookings, and communications.
- Ensure GDPR-compliant communication across the parishes.
- Support parishioners in accessing safeguarding systems, online forms, and digital church resources.

## **4. Safeguarding and Legal Compliance**

- Administer **DBS checks** for volunteers.
- Maintain accurate safeguarding records and support implementation of diocesan safeguarding policy.
- Ensure all statutory returns (e.g., parish returns) are submitted on time and correctly.

## **5. Worship and Ministry Planning**

- Maintain service rotas for ministers and lay leaders across the benefice.
- Coordinate cover for rota gaps with the ministry team or Area Dean.
- Assist with preparations for special or seasonal services (e.g. Easter, Christmas, Remembrance).

## **6. Facilities and Maintenance Oversight**

- Keep up-to-date records of maintenance schedules, utilities checks, and statutory inspections (e.g., fire safety, PAT testing).
- Liaise with contractors and tradespeople to organise necessary inspections and repairs.

## **7. Finance and Record Keeping**

- Liaise with treasurers to track payments for life events and venue hires; support the invoicing process.

- Maintain secure digital and physical records, including marriage, baptism, and funeral registers.
- Support financial reporting by providing administrative assistance where needed.

## **8. PA Support to the Priest in Charge**

- Manage correspondence, help organise meetings, book visits, and provide general clerical support to the Vicar.
- Be a trusted and discreet support in day-to-day ministry planning.

## **PERSON SPECIFICATION**

### **Essential:**

- Strong administrative and organisational skills
- Confident use of IT, including web-based systems and cloud storage
- Have excellent verbal and written communication
- Experience of handling bookings
- Confidence in working with members of the public
- Ability to deal with matters of confidentiality with sensitivity and discretion
- Experience handling bookings and working with the public
- Self-motivated and capable of independent work
- Sympathetic to the Christian faith and values of the Church of England

### **Desirable:**

- Familiarity with **iKnowChurch** or similar platforms
- Previous experience working in a church or charity context
- Knowledge of safeguarding and GDPR procedures
- Awareness of Church of England life, structures, and governance

## **TERMS AND CONDITIONS**

- **Hours:** Flexible part-time by agreement (specific hours to be discussed)
- **Contract:** One-year renewable, with a three-month probation period
- **Salary:** Competitive, commensurate with experience (to be discussed)
- **Leave:** 4 weeks annual leave + bank holidays (pro rata)
- **Location:** The Stable Room, Mitford (some home working possible)
- **Expenses:** Mileage and approved work-related expenses reimbursed

## **TO APPLY OR ENQUIRE**

To apply for this role please return a covering letter and CV to: [wansbeckvicarhelp@gmail.com](mailto:wansbeckvicarhelp@gmail.com)

For any additional information please contact Elaine at [revelainejones@gmail.com](mailto:revelainejones@gmail.com)

**Closing Date: Friday 20<sup>th</sup> June 2025**

**Interviews to be held W/C 23<sup>rd</sup> June 2025**