

# Job Description

<b>Job Title:</b>	Parish Administrator
<b>Reports to:</b>	Vicar
<b>Key Relationships:</b>	Vicar, Churchwardens, Commercial and Events Manager, Assistant Clergy, PCC Secretary, Directors of Trinity Trading.
<b>Salary:</b>	£30,451 FTE (37.5hr, SCP 26)
<b>Hours of work:</b>	Core hours are 16 hours per week, Monday – Thursday 9am – 1pm negotiable (Occasional weekend and evening work may also be necessary. Time off in lieu will be given)

**Closing date for applications:** 14<sup>th</sup> April 2024

**Interviews:** 22<sup>nd</sup> April 2024

## Overview

Hull Minster is situated at the heart of Hull, a place to worship, explore, enjoy & belong. Built in 1285, Holy Trinity Parish Church was re-designated as a Minster in 2017 to play a pivotal role in Hull City of Culture. The opening up of Trinity Square and the substantial development work within the Minster has transformed the space. The building is now open six days per week, hosting arts and cultural events, heritage activities and open days, civic events, community activities & services. The third phase of our major development project completed in 2022 includes a new Trinity Room café and meeting space. Hull Minster has a well-established volunteering programme with over 150 volunteers who welcome over 90,000 visitors a year.

The Minster is home to growing and diverse congregations embracing traditional and contemporary styles of worship. Grounded in scripture, we seek to be a people deeply listening to God and the people of the city we serve. Alongside our city-wide role, the parish of Holy Trinity serves a highly diverse area where urban deprivation sits alongside warehouse conversions and regional offices of international companies.

## Purpose:

The purpose of the role is to facilitate the day-to-day administrative operations of the Minster in close co-operation with the Vicar and Churchwardens and staff team. This position requires professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential.

## Key Objectives:

### Administration

Competent management of the church's routine administration and diary.

Efficient administration of church activities and operations.

### **Church presentation, promotion, and marketing**

Management and production of church promotional materials, including the website and social media accounts, to a consistently high quality and professional standard.

### **Responsibilities:**

1. Receiving and handling telephone enquiries, post, emails, and other communications, directing to the appropriate person, as necessary.
2. Maintaining the Minster diary and database through Churchsuite
3. Administer HR systems with Line Managers.
4. Security: Maintaining a record of all key holders.
5. General filing: Ensuring all filing systems and databases are kept up to date and in good order.
6. To aid the smooth running of the administration of the church and office, by ordering supplies, equipment etc.
7. Contributing to the Minster website and other social media, updating when necessary.
8. Coordinate the Minster's Social media output and respond or forward enquiries as appropriate.
9. Promote activities and events in Hull Minster via the Diocese of York and other organisations within the City of Hull.
10. Ensuring adequate supplies of leaflets, guidebooks, and other literature for public use.
11. Any other reasonably requested tasks.

### **Terms and Conditions:**

- The post is conditional on appropriate DBS clearance and character references.
- The appointment is subject to a six-month probationary period.
- Able to prove the right to work in the UK.

### **Person Specification:**

#### **Experience:**

1. At least two years experience in an office environment. – Essential
2. Good knowledge of Microsoft Office -Essential
3. Experience of working with a team of both paid staff and volunteers – Desirable
4. Experience of working with volunteers - Desirable

#### **Skills:**

1. Sound communication skills – Essential
2. Strong IT skills – Essential
3. Good standards of literacy and numeracy. - Essential

4. Familiarity with Microsoft Teams. - Essential
5. Working knowledge of social media – Essential
6. Familiarity with Churchsuite, Hootsuite – Desirable
7. Familiarity with Canva. - Desirable

**Personal Attributes:**

1. Be polite and courteous.
2. Prepared to work hard as part of a team to meet essential deadlines.
3. Able to deal with a range of people from a variety of backgrounds.
4. As a faith-based organisation and place of Christian worship, our beliefs are central to everything we do. The post-holder will be expected to respect these beliefs and work actively to support our ministry and vision.

For more information about the role please contact Alasdair Hutson, Director of Operations on [al@hullminster.org](mailto:al@hullminster.org).

Please send a current C.V and covering letter to Alasdair Hutson, [al@hullminster.org](mailto:al@hullminster.org) or through Indeed.