



# St Mary's Church Wargrave

With Knowl Hill

## HELP NEEDED!

Salary £25,350 pro rata

We are looking for two people to support us with the Administration and Communication functions for our church.

Each rôle requires a time commitment of 4 hours, 2 or 3 days per week. While the rôles are distinct there is a fair amount of crossover between them and we would expect the two people appointed to work collaboratively with each other.

### The Administrator's responsibilities include:

- Administration for Baptisms, Weddings and Funerals
- Issuing invoices
- Diary Management
- Typing documents for the Vicar
- Producing Parish documents
- Handling ad hoc phone calls and email

### The Communications Coordinator rôle includes:

- Managing the website
- Database management
- Proactively promoting the church through social media
- Maintaining contact with external media
- Preparation and printing of the Weekly Notice Sheet
- Creation of 'Hot Shots'

### Responsibilities which could be part of either rôle include:

- Booking Management of the Church Centre and Hannen Room
- Preparation and printing of service sheets
- Preparation of PowerPoint slides for services
- Despatching non-local Parish Magazines

Which rôle might suit you? Match your skills to the rôle...

#### Administrator

- Advanced knowledge of Word/PowerPoint/Excel
- Strong administrative skills
- Above average organisational skills
- Good telephone manner

#### Communications Coordinator

- Good knowledge of:
  - Websites
  - Social Media
  - Database management
  - Email marketing
- Excellent oral and written communication skills

If you think either of these positions would be right for you, please send your CV with a covering note stating your rôle preference to [andyf@pursuitnha.com](mailto:andyf@pursuitnha.com)

For an informal conversation to discover more please contact:

John Cook on 0118 940 2202 or Andy Ferguson on 07778 498659

**Please apply by 6<sup>th</sup> March. Interviews will be held on Thursday 12<sup>th</sup> March.**

DBS Enhanced Disclosure is required.