

Edinburgh: Marchmont St Giles' Parish Church
1a Kilgraston Road
Edinburgh
EH9 2DW
0131 447 4359

*Marchmont St Giles is a registered Scottish Charity:
SCO09338*



Job Description – Marchmont St Giles' Church Administrator

Role

We are looking for a committed, friendly, people person to come and join the team at Marchmont St Giles' on a part-time basis to support our ministry. The purpose of the role is to coordinate the good working and administration of the Church and Centre in close co-operation with the Minister and other members of staff of the Church (Children and Families Worker, Church Caretaker, Organist, Cleaner, Gardener as well as the Manager, Assistant and volunteers in Butterflies Café).

As a faith-based organization and place of Christian worship, our beliefs are the foundation of our work. The post-holder will be expected to be aware that faith is important, and work actively to support our ministry and vision.

As part of the team, serving and supporting everyone who comes through the door is important.

As well as being a familiar and friendly face to all who visit and use the Church and Centre, the successful candidate will be responsible for ensuring good communication between the Church congregation, staff and users and ensure that the Church and Centre run smoothly. Duties will also include making sure everyone is welcomed, the bookings are maintained properly and each group has what they need. Good communication with the team is vital as we seek to serve our parish.

This position requires a professional and organised attitude, a people focus and an ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential.

Context

Marchmont St Giles' is a Church of Scotland congregation in Edinburgh. It is a primarily residential parish and the church provides focal points for various community activities. Our Church and Centre are a hub of activity providing cradle to grave activities as well as worship experiences during the week and weekend. Both the Church and Centre are used every day of the week and most evenings for a range of activities.

The congregation is currently planning changes within the church and additional spaces to use for the increasing number of groups wishing to use our facilities.

Location and Hours

The role will be based in Marchmont St Giles' Church.

The role will initially be for 20 hours a week.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £10/hour paid monthly in arrears. The gross annual salary will be £10,400.

This salary equates to a full-time gross annual salary of £19,240.

Remuneration will be reviewed annually in January.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 5 weeks. Leave should be arranged in advance with the Minister.

The Church operates a contributory auto enrolment pension scheme.

The Minister will review regularly with the post-holder duties and responsibilities and discuss development. *Any overtime will be agreed in advance with the Minister and will be paid at the hourly rate.*

Key Responsibilities

1. Support Marchmont St Giles' vision and mission

2. Work with People

- a. help the users of the Church and Centre
- b. support the Minister
- c. working cooperatively with the staff
- d. work with the Management Committee to aid with planning

3. Administration and Accounting

- a. maintain bookings and invoices
- b. be responsible for routine correspondence
- c. contribute to promoting use of the Church Centre
- d. assist the Treasurer as required
- e. maintain the petty cash system

4. Communication

- a. ensure all brochures are up to date
- b. ensure notice boards and signage are up to date
- c. produce the weekly Order of service
- d. be a link between all users of the Centre

Person Specification

1. Experience

- a. experience of working in similar role is desirable but not essential

2. Skills and competencies

- a. good interpersonal communication skills
- b. attention to detail
- c. planning skills with ability to work autonomously and manage workload
- d. ability to work flexibly
- e. good spoken English

3. Personal Attributes

- a. team player
- b. confidential, sensitivity with compassion
- c. ability to make decisions and take initiative
- d. ability to manage the unexpected
- e. enjoy learning and new experiences
- f. likes people of every age and stage

Applications

Applications and recommendations are invited for this important role within our team to:

The Rev Dr Karen K Campbell
Minister
Marchmont St Giles' Parish Church
Edinburgh
EH9 2DW

or by email to:

kkcampbell@churchofscotland.org.uk at the latest by 26th January 2018.

Information can be found on the website www.marchmontstgiles.org.uk
or by phoning 0131 447 4359 or 07789 738076.

