



Mannofield Parish Church – Position of Church Office Administrator

Terms: 15 hours per week – Rate of hourly pay dependent upon experience.

We have a vacancy for an experienced part time secretary.

We are a faith-based organisation, and we would expect the successful candidate to be in sympathy with, and supportive of the ethos within our faith community.

The role entails the provision of administrative support to the Minister and Worship Team, organisation of church diary and records, and facilitating effective communication through the church community and beyond.

In addition to the strong administration skills to provide diary management, reception, telephone, and general office duties you will also have a key responsibility to promote the activities, events, news, and mission of the church through social media, newsletters and electronic mail.

You will be proficient in the use of MS Office 365, PowerPoint, and Google Calendar.

While necessarily being a team player you will also demonstrate self-motivation, work prioritisation skills, and an ability to work without close supervision whilst maintaining accuracy and attention to detail.

Ability to maintain confidentiality is essential.

Your excellent communication skills will also enable you to engage successfully with a wide range of people as being based in the Church Office you will often be first point of contact for people as they visit the Church building or make initial approach by phone or email.

Normal working hours will ideally be 9am to Noon - Mondays-Thursdays and you will retain 3 floating hours to be used at your discretion.

Your contract will detail the arrangements for your Line-Management, will show a holiday entitlement of the equivalent of 6 pro-rata working weeks amounting to 90 hours, and will cover the requirements in the event of illness.

If you wish to enrol in the NEST pension scheme you are advised to let us know.

See 'Duties' below for list of specific responsibilities.

To download an application form [[Application-Form-SecretaryMannofield.docx](#)] Please submit your application including the names and contact details of two referees to Rev Keith Blackwood, Mannofield Church, Great Western Road, Aberdeen, AB10 6UZ or email kblackwood@churchofscotland.org.uk by Monday 31st March. Interviews will be held thereafter to meet a prospective start date after Easter 2025.

Secretary Duties - Mannofield Church

Purpose

To provide administrative and communication support to the Minister and Church Community.

Responsibilities

Office:

- Monitor, Send/ Reply Forward Emails and provide appropriate responses
- Setup Hall Bookings for Church Organisations adding to the calendar (May)
- Dealing with external hall booking enquires, showing potential hirers around, completing confirmation invoice letter on receipt of booking form, adding to register, calendar and arranging cover for event access.
- Invoice the regular external lets on a monthly basis.
- Work closely with the treasure, receipt of payments, chase any outstanding
- Add weekly prayer letter to Facebook
- Receive Order of Service from Minister and issue weekly STB and Sunday reader reminders
- Register hymns on CCLI of Music used in Worship for Publishing requirements.
- Update the website
- Prepare Midweek and Sunday service PowerPoint presentation for AV team. This will include creating thumbnails, Intimations for before and after services, chosen hymns, readings and anything else. It will sometimes include music or video presentations from the Minister.
- Deal with Phone Calls and respond appropriately.
- Monitor the Office supplies and reorder when required.
- Keep Records such as Baptisms, Weddings and deal with matters arising from these contacts
- Work closely with the roll keeper when it comes to addition/ removals of names from the membership roll and pass on to Roll Keeper any changes to Member's details such as email address and phone number.
- Deal with Church Mail and pass to appropriate person
- Offer some clerical support to members of the congregation responsible for one off events or regular activities where the use of Office provision may be required.
- Offer welcome, and guidance if required, to users of the building unfamiliar with the set up
- Prepare annual rotas, print and publish all relevant rotas (Welcome Teams, morning readers, Young Church, after service teas etc)
- Check weekly calendar that all internal and external events have access, arrange door cover if not
- Gather items required for Annual returns.
- Attend Staff Meetings with other members of Staff and be available for meetings with Line manager/ Minister.
- Work well with other members of staff – including Church Officer, Organist, Café Staff
- Support the Minister in clerical provision when required - including phone calls and emails – special projects etc.
- Carry out other clerical support matters that may arise.

Communications:

- Monitor the use of the Church Notice Boards and keep information relevant and up to date.
- Prepare a Newsletter for regular email delivery to Member's with Email and occasional hard copies for postal delivery.
- Be responsible (along with others) for the regular use of social media to promote the activities of the church.
- Promote the Live Streamed Services through social media and Newsletters.

- **Be an essential bridge in Internal communication between Minister/ Session Clerk and Elder's and between the Leaders of the Activities and Organisations of the Church.**

Pastoral

- **Often the Secretary is the first contact point for members of the congregation or public who need to talk.**
- **Have a good listening ear.**
- **Be sensitive to others and always maintain discretion.**
- **Play a part in the warm welcome given to users of the building.**