

# Job Description & Person Specification



## ABOUT US

Our Benefice is made up of two parishes with a united heart for growing in faith and fellowship, deepening our understanding of the Bible, and sharing Christ's love with our community.

We are part of the Diocese of Bath and Wells, sitting within the Portishead Deanery.

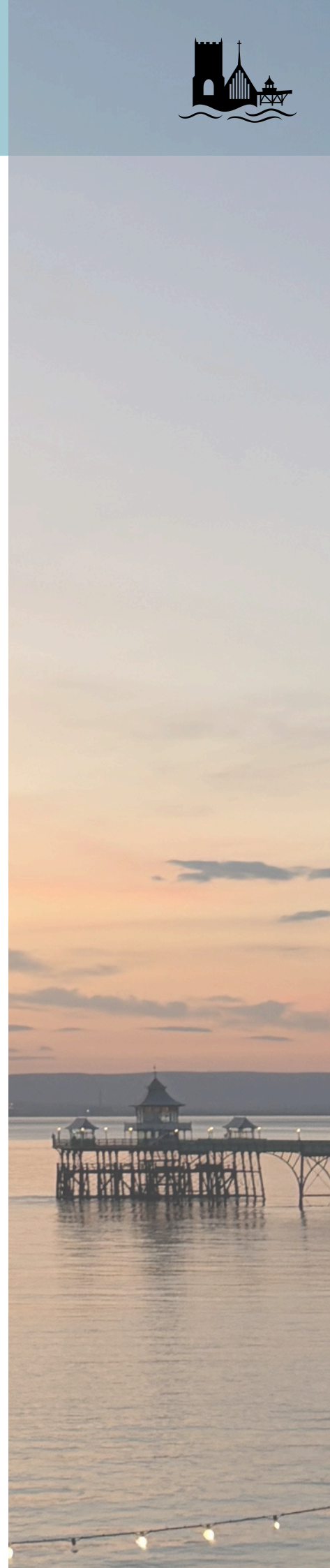
At one end of the benefice sits St Andrew's, the historic and original Parish Church of Clevedon; situated overlooking the Severn Estuary and bordering Poet's Walk, a pretty walkway along the coastline which is extremely popular with visitors and locals alike. St Andrew's has a modern Church Centre which is well used by both church and outside groups.

At the other end of the benefice is St Peter's, a modern church built in 1960, which is located close to the beautiful seafront by the pier and promenade. Situated in the commercial area of Hill Road and Alexandra Road, home to many independent shops, thriving restaurants, businesses, and Victorian houses. St Peter's has a well-equipped hall used by many community groups and church events.

There are regular patterns of Sunday morning worship in both churches as well as a full schedule of weekly groups and activities.

## YOUR ROLE

The post holder will be responsible for working collaboratively with another part time Administrator, on all general church and office administration. Additional responsibilities will include managing communications, newsletters, occasional offices, and the office diary. They will also be an active member of our Core Team, working alongside the Vicar and Churchwardens to oversee the activities of both churches - ensuring good communication of events and services.



# Job Description & Person Specification continued...



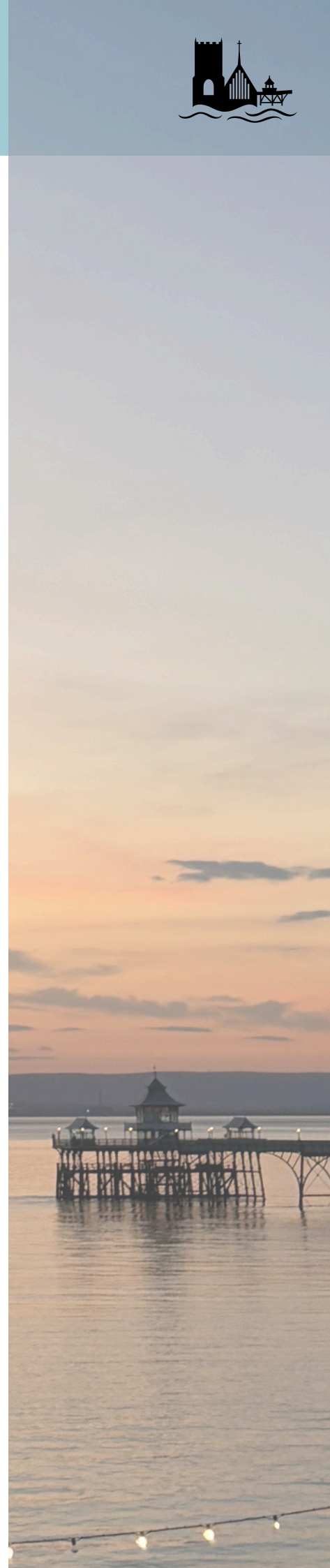
## KEY RESPONSIBILITIES

- Managing phone calls, emails, post and enquiries
- To be a welcoming first point of contact to all callers and visitors
- To manage the diary for the office and communication across the benefice
- To produce and print regular church notice sheets, newsletters and other communications, ensuring timely distribution of them all
- To contribute to website communications and updates as needed
- To support with social media and other digital administration as needed
- To receive and record requests for occasional offices (Baptisms, Weddings, Funerals) and assist with the subsequent management and execution of those requests
- To contribute to the production and distribution of service rotas for the benefice
- To manage the office environment, services and supplies
- To work with the Vicar, Pastoral Care Coordinator, Churchwardens and Safeguarding Officers to ensure that all pastoral needs and requests that pass through the office are dealt with correctly
- To assist the treasurers with invoices and annual returns where necessary
- To support the Vicar with administrative duties as required
- To manage and maintain the database for the benefice

This list is not exhaustive, and other relevant duties to the role may occur from time to time, as necessary and in agreement with the Vicar.

## YOUR SKILLS

- Excellent organisational and administrative, written and verbal communication skills
- Proven IT skills, including competence with systems such as Office 365 and Google Workspace
- Confidence using, or willingness and capacity to learn to use, Facebook & Instagram (social media), Hubb Church (website), Canva (design), Life Events Diary (occasional offices)
- Collaborative team player and able to job share
- Personable and approachable with a polite and professional manner especially when dealing with confidential issues
- The ability to take initiative, learn quickly and adapt to the needs of a changing church environment.
- A person of integrity, and reliability who is sensitive to the complexities of working for a church, alongside lay and ordained staff and volunteers.



# Job Description & Person Specification continued...



## YOUR EXPERIENCE & QUALIFICATIONS

- Previous experience in an administrative or organisational role
- A track record of taking initiative in a paid or voluntary role
- In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian, and we would expect our Church Administrator to adhere to our values as a church.
- No specific qualifications needed. GCSE Maths and English desirable.

## ADDITIONAL INFORMATION

- The post holder will be entitled to 45 hours + bank holidays annual leave per annum, pro rata
- The post is for 8 hours per week, two days a week. Manning the Benefice Office 9am-12pm two days a week, with an additional two hours of administrative time
- We are looking for someone to start as soon as possible
- The role will be paid at £13.50 per hour
- The place of work will be the Benefice Office (10c Coleridge Road, Clevedon, North Somerset, BS21 7TB)

The Church of England is committed to promoting a safe environment and culture for everyone including children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training. Our Benefice is committed to safely recruiting and supporting an individual to undertake the Administrator role. The individual appointed will be expected to follow our safeguarding policy and procedures and act in line with the Code of Safer Working Practice.

The successful applicant will be required to undergo a Basic DBS (Disclosure and Barring Service) check.

This job description does not form part of the Contract of Employment.

Please send the attached application form to  
[vicar@clevedonbenefice.uk](mailto:vicar@clevedonbenefice.uk)

Deadline for applications: Wednesday 22<sup>nd</sup> July 2026 at 5.00pm

Interviews are scheduled to take place in the week commencing 27<sup>th</sup> July 2026.

