

Role: Church Administrator

DBS	
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	Advisable
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar
Date:	08 May 2024

Role Description:

To support the ministry and mission of Swaythling Parish in an administrative role.

Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who supports the ministry and mission of the church through their work

Role Requirements:

- To have a clear understanding of the tasks involved in the role undertaken
- To meet with the vicar regularly to discuss work and for support
- To maintain confidentiality and act with discretion
- See separate Job Description for full list of administrative tasks
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy
- To abide by the Lone Working Policy