**Parish Administrator Post**

**The Ashbourne Group of Churches** (St Oswald’s Ashbourne with St Mary Mapleton; St John’s Ashbourne; Holy Trinity, Clifton; St Peter’s, Snelston; and St Mary & St Barlok, Norbury) is seeking to appoint a Parish Administrator to support our ministry and mission. The post will initially be part-time for 15 hours per week, reporting to the Vicar and working alongside the Ministry Team and Churchwardens.

In addition to providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community. This position requires a strong degree of professionalism and the ability to work in an ever-changing environment, where multitasking, sound decision-making, self-motivation, and discretion are essential. Equally, the post-holder will need confidence and proven organisational, communication, and interpersonal skills.

Please note this role requires a DBS check.

**Location and Hours:**

The role will be primarily based at St Oswald’s Church Hall, with flexibility to work from other locations for the remaining hours. The essential core hours are Monday, Wednesday, and Friday from 10.00am to 12.00pm at St Oswald’s Church Hall, though it would be preferable to be present every weekday during these hours, if feasible. Some flexibility in the distribution of hours could be agreed upon.

**Terms and Conditions:**

The detailed terms and conditions will be contained in the postholder's Contract of Employment. 15 hours per week at £15/hr, paid monthly in arrears by direct transfer. Annual paid holiday entitlement is 28 days pro-rata (inclusive of bank holidays).  As this role is part-time, this equates to 84 hours per annum.  Leave should be agreed in advance, bearing in mind the particular demands of preparation for major church festivals.

Probationary period: There is a standard three-month probationary period. One week’s notice of termination of employment will be required on either side during the first six weeks of the contract during the probationary period; thereafter, one month’s notice on either side will be required.

The Vicar will, in consultation with the post-holder, regularly review the duties and responsibilities of the role, as well as discuss development, common concerns, and opportunities for training.

Any overtime to be agreed in advance with the Vicar and Treasurer and will be paid at the hourly rate.

**Tasks to include:**

* Acting as first point of contact for all enquiries to the Church
* Providing administrative support to the Vicar and the Church team
* Support lettings and hire activities of St Oswald’s Church Hall (i.e. respond promptly to hire enquiries, facilitate bookings, keep an up-to-date halls letting diary)
* Assisting with Church communications (i.e. production of weekly newsletter)
* Ensure that our GDPR procedures are up to date
* Initial contact for questions and managing process regarding baptisms, banns, weddings
* Manage copyright license applications and requirements
* Administer the church diary, arranging appointments, and setting up meetings when requested
* Ensure ‘A Church Near You’, parish website, and social media pages are kept up to date
* Be a key face and voice of the church to the wider community, including the identification and development of innovative communication platforms, including social media
* With the support of the Safeguarding Officer, maintain DBS records for staff and volunteers; facilitate the application and ID checking process, and proactively alert individuals when renewals or applications are required
* With the support of the Safeguarding Officer, maintain safeguarding training records for staff and volunteers and proactively alert individuals when training is required
* Other duties as required to support the running of a busy church organisation

**The person ideally will:**

* Be in sympathy with the Christian ethos of St Oswald’s Church and the Ashbourne Group of Churches
* Be able to demonstrate skills and experience that will deliver the above duties
* Be able to act with complete confidentiality and compassion towards others within our churches and the wider community which we serve
* Be able to communicate well with church leaders and members of the public from all walks of life, cultures, and backgrounds
* Be able to work with limited supervision and be pro-active (and a good team player)
* Have experience of liaising with volunteers
* Will be well-organised and efficient with a good attention to detail
* Be computer literate

**For more details:**

Please e-mail parishoffice@ashbournechurch.org.uk or vicar@ashbournechurch.org.uk or call 01335 343052. Please note that references and DBS, as part of our safer recruitment policy, will be requested at a later date.

If you have the necessary gifts, skills and experience, please email your application form and cover letter to parishoffice@ashbournechurch.org.uk and vicar@ashbournechurch.org.uk.

**Closing date: 17 October 2025**

### The Ashbourne Group of Churches

### (St Oswald’s Ashbourne with St Mary Mapleton; St John’s Ashbourne; Holy Trinity, Clifton; St Peter’s, Snelston; and St Mary & St Barlok, Norbury)

### **APPLICATION FORM**

|  |  |
| --- | --- |
| Application for the post of: |  Parish Administrator for the Ashbourne Group of Churches |

This form should be used to apply for the role. It contains important information which will be used to assess your application for the role, as well as confirming your employment and personal details. Please note that a Curriculum Vitae is not an acceptable substitute. Therefore, please ensure it is accurately completed and that you have clearly demonstrated how you meet the role's requirements. Please submit by the closing date of 17 October 2025 to parishoffice@ashbournechurch.org.uk and vicar@ashbournechurch.org.uk.

As an employer, we are committed to equal opportunities

### SECTION 1 – PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title | **|** |
|  |  |
| Forenames |  |
|  |  |
| Address |  |
|  |  |
|  |  |
|  |  |
| Telephone |  | E-Mail |  |
|  |  |
|  |  |  |
|  Are you eligible to work in the UK?  |  Yes (please circle as required) |

Are you free to remain and take up employment in the UK with no current immigration restrictions

Yes □ No □

### SECTION 2 – PRESENT EMPLOYER

i) Job Title

ii) Employer (with address)

iii) Date of appointment

iv) Present Salary

v) Period of notice required

vi) Please give a brief description of your current role

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|  |

vii) Reason for leaving

**SECTION 3 – PREVIOUS EMPLOYMENT/POSTS HELD** (starting with the most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer | Post & Brief Description of duties |
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### SECTION 4 – EDUCATION AND TRAINING (Secondary/Further/Higher Education)

Please give details, with dates

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School/College | Qualifications Gained |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Other relevant training courses attended**

|  |  |
| --- | --- |
| Date | Course |
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 **SECTION 5 – OTHER INTERESTS** (leisure interests, hobbies etc.)

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**SECTION 6**

Please use this section to briefly state your reasons for applying for this post. Looking at the Job Specification and Person Specification please also give examples of how you meet the criteria. Examples can be from your work, volunteering, community or other activities etc.

**SECTION 7 - REFERENCES**

Please give names and addresses of two persons to whom reference can be made (one of whom should be your present/last employer). References for shortlisted candidates may be taken up prior to the interview, unless you advise otherwise now in respect of your employer reference. May we take up a reference from your employer prior to the interview? YES/NO

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Position held |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
|  | How long have you known this person and in what context do they know you? | How long have you known this person and in what context do they know you? |
|  |  |  |

**SECTION 8 – REHABILITATION OF OFFENDERS ACT 1974**

Do you have any convictions, cautions, reprimands of final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) SI 2013 1198

Yes/No \*if you answered yes, please provide details and dates (use additional sheets if necessary).

Failure to disclose such convictions could result in dismissal. Any information will be treated in the strictest of confidence.

**SECTION 9 – DECLARATIONS**

1. I understand that any false or misleading information given in this application may result in my dismissal if I am appointed.
2. To the best of my knowledge and belief, the information supplied by me in each section of this form is correct.
3. I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

Signature…………………………………………………………………… Date……………..

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| --- | --- |
| Closing date for applications | 17 October 2025  |
| Interviews will be held on | TBC |
| Start date | TBC |

Please submit by the closing date of 17 October 2025 to parishoffice@ashbournechurch.org.uk and vicar@ashbournechurch.org.uk.