

The Hempnall Group of Parishes and the Brooke Benefice Administrator Job Description and Key Information

Person Specification

The person appointed to the post must be:

- Discreet and trustworthy, particularly in handling confidential and sensitive information
- Caring in the approach to relationships with clergy, church members and the public
- A team player, with a willingness to consult others, but also with the capacity to work on own initiative within defined limits
- An interest in the work and objectives of the Hempnall Group of Parishes and the Brooke Benefice
- A good time-keeper and time manager with a conscientious approach and application to work
- Prepared to be flexible in the approach to the duties of the post.

Essential Work-related Requirements

The person appointed must have:

- Experience in administration, with a good all-round knowledge of office processes and routines
- Excellent computer and keyboard skills with the ability to create and design documents using Word, Excel and desktop publishing software
- Ability to keep websites up-to-date
- A calm, confident and friendly manner
- An ability to deal sensitively and confidentially with the needs of callers
- An ability to record and communicate information accurately and clearly
- An ability to work on own with supervision and guidance from clergy and church officers
- An attention to detail and systematic approach to organising workload, establishing priorities and meeting deadlines.

Main Duties and Responsibilities

Reporting to the Priest in Charge, other clergy and designated church officers, the postholder is required to:

- Provide a full range of administrative assistance to clergy and designated officers (eg arranging meetings, supplying documents, keeping records)
- Act as the first-line responder to callers, in person and by telephone or email
- Compile (usually from material supplied by others), produce and circulate, to specified deadlines, a range of church documents (eg service sheets, rotas, newsletters, magazines, etc.)
- Keep relevant websites up to date
- Maintain records and undertake administration associated with baptisms, weddings and funerals (including, eg, liaising with funeral directors and raising invoices for fees where applicable)
- Undertake limited financial tasks including cheque processing, management of small amounts of cash and use of a debit card for small petty cash purposes
- Maintain stocks of office and church consumables as necessary
- Undertake any other administrative duties which may reasonably be required.

Other key information for applicants

- The time requirement is 14 hours a week (currently Mon-Thurs 9.00am to 12.30pm but other arrangements are possible).
- The annualised salary is currently £10,082 (reviewed annually), including 28 days of paid leave (pro-rata).
- The normal place of work is the churches' office adjacent to Hempnall Rectory. There is the possibility of some occasional home working.
- The Hempnall Group of Parishes and the Brooke Benefice are committed to safeguarding and safer recruitment. This employment will be subject to the completion of a Confidential Declaration Form and a satisfactory DBS (Disclosure and Barring Service) check. The person appointed will be expected to undertake appropriate safeguarding training and to comply with safeguarding guidance/code of practice.
- The employment contract will be with the Joint Council of the Hempnall Group of Parishes but the work also involves support for the Brooke Benefice, since the two benefices and their parishes work in co-operation with each other and have a clergy and Ministry Team 'in common'.
- The post will be subject to a probationary period, which will be discussed with the successful applicant.

Note to candidates: Privacy

Any data provided by or relating to applicants will be held in accordance with:

- the Data Protection Act 2018 as amended and updated by the Data Use and Access Act 2025
- the UK General Data Protection Regulation (the UK GDPR)
- the Data Privacy Notice of the Hempnall Group of Parishes, as the employing body.

July 2026