

## Job Description

<b>Job Title:</b>	Administrator
<b>Reporting To:</b>	Provost
<b>Hours:</b>	20 hours over 5 days per week
<b>Salary:</b>	£10,400 pa

**Overall Purpose of the Role:** St Paul's Cathedral is seeking to appoint a competent and reliable person as a part-time Administrator. The post involves familiarity with the management of a church building and church services, and requires the ability to represent the church to members of the public.

### Principal accountabilities / responsibilities:

- Manage the Cathedral diary and membership database
- Provide admin support for Cathedral events, meetings and services: booking, access and publicity
- Provide admin support for Cathedral clergy, staff and volunteers: diary management, printing, rota support, ordering and invoicing
- Update the Cathedral website and newsletter
- Provide admin support for the Cathedral governing body (the Vestry): collation, circulation and filing of papers, minute-taking. Meetings are monthly.
- Handle incoming enquiries.
- Assist in maintaining the Cathedral as a welcoming and peaceful place for all.

### Hours

Hours are flexible but include unlocking at 9.00 am on Fridays. The post is based in the Cathedral office.

**Personal Specification:**

The successful candidate will have the following attributes:

	<b>Criteria</b>
Qualifications	A calm and friendly public presence
	Experience of working with volunteers
	Sympathy with the ethos of the Scottish Episcopal Church is essential. The knowledge of its structures is desirable.
Skills and Abilities	Able to plan effectively, work to strict deadlines and have good personal time management skills.
	Proactive with a can-do attitude, using initiative without waiting to be asked.
	Builds rapport and relates excellently to people whatever their level, both inside and external to the organisation.
	Able to perform well in a busy and pressured environment.
	Can identify and resolve issues safely and calmly.
Personal Qualities	High level of integrity and be able to maintain confidentiality at all times.
	Excellent interpersonal skills.
	Adaptable and flexible in their approach to work.
	Is able to work effectively as part of a small team but also independently.
	Retains a positive and constructive outlook even in the face of difficulties.
	Compassionate pastoral nature.

To apply, please send a CV and covering letter to [admin@saintpaulscathedral.net](mailto:admin@saintpaulscathedral.net).

If you would like an informal chat regarding the vacancy please contact Elizabeth Thomson on 07507 708632 or by email [provost@saintpaulscathedral.net](mailto:provost@saintpaulscathedral.net)

Closing date for applications: 19 August 2022