

Recruitment Details for the Administrative Assistant Post March 2025

Job Title:	Administrative Assistant (Part Time, 12 hours per week)
Employed by:	Holy Trinity Church Frogmore Parochial Church Council (PCC)
Accountable to the PCC through:	the Vicar and Churchwardens
Reports to:	the Vicar (or other suitable designated person)

Background

Over the last 4 years we have employed Victoria Fitzgerald as our Parish Centre Administrator. We are looking for a gifted, experienced and skilled person to join the Holy Trinity Church staff as an Administrative Assistant. The purpose of the role is to continue to oversee the Parish Centre as well as assist in more of the day-to-day administrative operations of the Church and its public witness. The postholder will do this in close co-operation with the Parish Administrator and Staff Team.

An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010. As a Bible-based organisation and place of Christian worship and mission, our ethos permeates everything we do. The post holder will represent the Vicar and church to the public. They will be a member of the Staff Team and need to join in the spiritual life of that Team and of the church and work actively to support our ministry and vision. Along with our Staff and PCC, this post is key in enabling growth in the ministry and mission of Holy Trinity.

The Church takes the safety of everyone within the church very seriously and expects that the postholder will work within the Church & Diocese of St Albans Safeguarding policies and Safer Recruitment procedures.

The skills we are looking for

A committed Christian who believes in the ethos, aims and mission of Holy Trinity Church Frogmore and with a high degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post holder will need confidence and proven organisational, communication and interpersonal skills.

Conditions of Service

Salary:	£13 per hour (£8,112 per year)
Pension:	Access to a stakeholder pension scheme is available. Further details will be given.
Hours worked:	12 hours per week. These will need to be principally weekdays during main office hours. The exact pattern will be discussed with applicants. We would anticipate the postholder working on 2 to 3 days each week.
Paid Annual Leave:	You will be entitled to 5.6 weeks annual leave per year (68 hours a year). Leave to be taken within the church's year January to December.
Work Base:	Holy Trinity Church Office, AL2 2JU. Some occasional travel (such as to purchase items for church) within the St Albans area may be necessary. The ability to drive would be helpful though not essential.
Probationary Period:	There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required. Detailed Terms and Conditions will be contained in the post-holder's Contract of Employment.

Please submit your Application by Email. Closing Date for applications is 1 September 2025.

Please write a covering letter to explain to us why you are interested in this post and how you are qualified for it. Please attach your relevant CV together with your completed Person Specification Form and at least two Referees (please let us know if we may approach them before interview). One of them should be your current (or most recent employer) and one should be able to comment on your church/Christian commitment.

Please send to the Revd Nicholas Weir [nick.weir@holylrinityfrogmore.org]

A hard copy may be sent by post to Revd Nicholas Weir, The Vicarage, 39 Frogmore, St Albans AL2 2JU.

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Parish Centre and Car Park Hire

Responsible for overseeing parish centre hire for both external hirers and Church family.

- Hire agreements
- Safeguarding agreements
- Welcome letters (key code, cleaning requirements)
- Invoicing – monthly or termly depending on arrangement with hirer – update invoice folder (hard copy) and invoice spreadsheet
- Regular contact with hirers to maintain strong relationships and iron out any problems
- Deal with any clashes (Church family comes first) – negotiate alternatives and cancel where necessary with plenty of notice

Churchbuilder and Rotas

- Inputting all parish centre hire events (regular and one-off bookings as well as Church family bookings)
- Making a note against bookings when heating not required or has been set to come on
- Dealing with diary clashes – negotiating with others where necessary to find a solution
- Responsible for rotas for both services as regards:
 - o People to pray
 - o People to read
 - o Streets to pray for
 - o Mission Partner prayers
 - o Prayer themes (present Nick with a term's worth and seek approval/make amendments according with his wishes – ensure bishop and Nepal prayed for once a month)
 - o Flower rota
 - o Refreshments

Heating

- Responsible for inputting heating settings using online software between the months of October – May.
- Be aware of both normal and exception settings and that exceptions override normals.

Fabric

Work closely with Robert and Ruth Ward regarding fabric. Tasks include:

- Making bookings with contractors, e.g. electrician, plumbers
- Booking organ and piano tuner
- Ordering parts as required – e.g., fire safety notices or replacement light bulbs.
- Liaising with gardener
- Processing invoices
- Keeping abreast of fabric meeting agendas, minutes and the action plan which will allocate tasks to you.

Utilities Contracts and Bills

- Being aware of contract end dates
- Assisting the Churchwardens to negotiate new contracts
- Processing invoices
- Liaising with finance team re budget

Notice Boards/Publicity

- Maintenance of parish centre notice boards
 - o Update as necessary.
 - o Ensure that all statutory notices are present.
 - o Occasional delivery of publicity to local council office in Bricket Wood
- Create and maintain signage for parish centre as required.

Supplies/Photocopier

- Order office supplies
- Order parish centre supplies including refreshments for after Sunday services and Church groups

- Order cleaning supplies – liaise with Carolyn
- Store supplies in resources room, cleaning cupboard and overhead cupboards outside Beck room. Replenish kitchen as required from overflow.
- Support other staff members with demand – for example, food for events or snacks for Hotshots.
- Primarily use Amazon and shop about for the best deal (this varies a great deal)
- Occasionally visit supermarket or post office
- Contact for Konica Minolta – arrange call outs if problems with the machine and regularly update system with counters for black and white/colour copies as well as ordering toners.

Food Bank

- Main contact – they come on Wednesdays.
- Liaise with Totshots and Food Bank regularly to check that the arrangement is working.

Weekly Staff Meeting

- Attend and accept actions as required.

Burial Board

- Main contact for the burial board.
- Maintenance of notice boards in the graveyard.

Vicar & Staff Advisory Group, March 2025

PERSON SPECIFICATION for the Administrative Assistant Post

Please Rate Yourself on a scale of 1 to 5, with 1 being weak and 5 being excellent	1	2	3	4	5
Effective written and oral communication skills					
Previous administrative and office management experience					
Proven organisation ability with a high level of attention to detail					
Excellent people skills and ability to maintain high levels of confidentiality					
Excellent IT skills					
Typing and keyboard skills					
The ability to learn how to use new software					
Good working knowledge of:					
Microsoft Word					
Excel					
PowerPoint (<i>non-essential</i>)					
Access or equivalent software package (<i>non-essential</i>)					
Self-motivated, proactive and willing to take responsibility					
Can work collaboratively as a Team player					
Ability to support (or train) church members who have volunteered to undertake light administrative and clerical duties					
Ability to work with the wardens to ensure the care of the physical assets of the parish centre					
Ability to work effectively with the Vicar and be supportive both publicly and privately					

If you wish to elaborate on your answers please use a separate sheet of paper.