



## Corstorphine Craigsbank Parish Church – Church Administrator

### JOB PURPOSE

We are a Church of Scotland parish church based on the western side of Edinburgh. The church shares the love of God in word and deed with the members of the congregation as well as with the communities we are based in. We have two church centres, one in Craigmount and one in East Craigs, which all host a range of community and church wellbeing activities and programmes. As a church we are passionate about the wellbeing of the elderly, care of creation, celebrating creativity, and nurturing the development of children.

We are looking to appoint a motivated Church Administrator to handle and develop the administration of the congregation on a part-time basis in collaboration with a number of ministry teams in the congregation.

### KEY PERFORMANCES

The role of the church administrator is to handle and facilitate the day-to-day administrative operations of the church and to be a personal point of contact with people engaging with the church. As a faith-based organization and place of Christian worship, our beliefs are foundational to our identity and operations. The post-holder will be expected to share these beliefs and to work actively to support our ministry and vision. Along with our minister, staff and volunteers, this post is key in enabling growth in the ministry and mission of Corstorphine Craigsbank Church. The post holder will provide effective, professional administration and interaction within the church and the greater community to help realise the congregation's dream of being a Christian "community where life is celebrated, love is affirmed and grief and joy are shared".

You will be a key face and voice of the church to both the congregation and the wider community, from answering the phone and engaging with visitors to the office, through booking events and managing lettings, to data management and creating various types of hard copy and online communications. In summary your responsibilities will be: being a key point of contact, offering office based facility management support, communication & publicity, worship administration, online platforms maintenance, pastoral care administration and general administration.

A more detailed [List of Responsibilities](#) is available.

## SPECIFIC KNOWLEDGE and SKILLS REQUIRED

This position requires a high degree of integrity, professionalism, communication skills, organisational ability, emotional intelligence and the adaptability to be comfortable in a regularly changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential.

**Relevant experience** includes working in an administrative role, working successfully in a team environment in the service, church or charity sector, and competent use of common software applications, including the Office suite, social media and website management.

**Specific knowledge, skills and competencies** that are required include good interpersonal communication skills (written and oral), strong attention to detail, strong planning skills with ability to work autonomously and manage workload, good organizational skills and the ability to work flexibly and to multitask.

**Personal Attributes** that we are looking for include acting with integrity, being a sensitive listener, the ability to deal with matters of confidentiality with sensitivity and compassion, the ability to make decisions and take initiative, and the self-motivation to deliver high quality output.

A more detailed [Person Specifications List](#) is available.

**HOURS:** The role is initially scoped for 15 hours a week, being at the office three or four half days per week, with some flexibility in the distribution of the hours.

**REPORTING LINE:** this position reports to the minister.

**SALARY:** £12.50/hour. Gross annual salary of £9 750

**To apply** forward [your application form](#) with your CV to [administrator@craigsbankchurch.org.uk](mailto:administrator@craigsbankchurch.org.uk). Have a look at the Craigsbank Church website at [craigsbankchurch.org.uk](http://craigsbankchurch.org.uk) should you want some more information on the congregation.

**ENQUIRIES:** Alan (0131) 334 6365 or [administrator@craigsbankchurch.org.uk](mailto:administrator@craigsbankchurch.org.uk).

**Closing date: 11 January 2022, 12noon**