



## **Role Description for Administrative Assistant**

**Post title:** Administrative Assistant (**Temporary Post**)  
**Employer:** St Thomas's Kendal PCC (Parochial Church Council)  
**Line manager:** The Vicar  
**Hours:** Up to 16 hours per week **until 31<sup>st</sup> December 2025**  
**Work base:** St Thomas's Church, Stricklandgate, Kendal, LA9 4QG  
**Last updated:** April 2025

### ***Purpose of appointment***

St Thomas's Kendal is a lively church family of all ages, seeking to grow disciples and develop ministry in Kendal and beyond in partnership with the Two Valleys Mission Community and other neighbouring churches. The Administrative Assistant is a **temporary role** to support the Parish Administrator in their duties whilst the Church Office looks to review and reorganise office functions.

The very nature of transition means the post-holder will need to be flexible in terms of mindset, duties and timings as the ongoing administrative duties are reshaped to support the developing needs of the church's life.

### **Responsibilities:**

- **General Office Administration:** Support Parish Administrator and STK leaders, manage enquiries, provide administrative support for occasional services, manage correspondence, church diary, website, and communications.
- **Church Publications:** Assist in producing a variety of publications and literature required in the life of the church.
- **Administrative Systems:** Maintain systems for record keeping and file management.
- **Compliance:** Ensure GDPR compliance, maintain and update church address list, database, and Electoral Roll, as required
- **Transition support:** Support the Parish Administrator and Staffing Committee in role definition and simplification.

### **Administrative Support for Worship:**

- **Orders of Service:** Ensure accurate production for each act of worship and occasional offices.
- **Song Pro Schedule:** Prepare as required.
- **Monthly Rotas:** Compile and circulate, as required

### **Person Profile:**

- **Confidentiality:** Maintain strict confidentiality.
- **Professionalism:** Honest, trustworthy, culturally aware, sensitive, flexible, excellent work ethics, support church vision and values.
- **Skills:** Strong organizational, communication, interpersonal skills, confident IT skills, creativity, problem-solving, planning, ability to work autonomously and manage workload.

**Personal Qualities:**

- **Teamwork:** Ability to work positively with people of different backgrounds, join in staff prayers, value and function as part of a team.
- **Decision Making:** Ability to make decisions, take initiative, maintain confidentiality, sensitivity, compassion, manage feedback constructively, work flexibly, enjoy learning and growing in expertise.

**Requirements:**

- **Christian Faith:** Active Christian faith is a genuine occupational requirement.
- **DBS Check:** Enhanced DBS check required.

**Person Profile**

The STK Administrator must be able to maintain strict confidentiality. They must be honest and trustworthy, possess cultural awareness and sensitivity, be flexible, demonstrate excellent work ethics, and support St Thomas's Church vision and values. They should thrive in a demanding and dynamic working environment.

## Person Specification

This position requires a high degree of professionalism and the ability to work in a busy and variable environment, where multi-tasking, sound decision making, a proactive approach, and discretion are essential. Equally the post-holder will need confident and proven organizational, communication and interpersonal skills, with the ability to work well with others in a team environment.

The experience, knowledge, skills and attributes necessary to undertake the advertised role are set out below.

|                                |   | <b>Essential</b> | <b>Desirable</b> |
|--------------------------------|---|------------------|------------------|
| <b>Experience</b>              | Experience of working in a similar role   |                  | Y                |
|                                | Experience of church ministry/mission   |                  | Y                |
|                                | Experience of maintaining websites  |                  | Y                |
|                                | Use of social media for professional purposes   | Y                | Y                |
| <b>Knowledge</b>               | Knowledge of church worship/ministry  | Y                |                  |
|                                | Knowledge of the Church of England – worship, ministry, structures                                | Y                |                  |
|                                | Understanding of Safeguarding policies and procedures   |                  | Y                |
|                                | Understanding of GDPR procedures and systems  |                  | Y                |
| <b>Skills and competencies</b> | Excellent interpersonal communication skills – written and oral                                   | Y                |                  |
|                                | Excellent organisational skills   | Y                |                  |
|                                | Strong attention to detail  | Y                |                  |
|                                | General office and clerical skills  | Y                |                  |
|                                | Confident IT skills   | Y                |                  |
|                                | Creativity, innovative, problem solving   | Y                |                  |
|                                | Strong planning skills and the ability to work autonomously and manage workload                   | Y                |                  |
| <b>Personal Qualities</b>      | Ability to work positively with people of different professional, cultural and social backgrounds | Y                |                  |
|                                | Ability to join in staff prayers  | Y                |                  |
|                                | Ability to value and function as part of a team   | Y                |                  |
|                                | Ability to make decisions and take initiative   | Y                |                  |
|                                | Ability to maintain confidentiality, sensitivity and compassion                                   | Y                |                  |
|                                | Careful listener  | Y                |                  |
|                                | Ability to manage feedback constructively   | Y                |                  |
|                                | Ability to work flexibly  | Y                |                  |
|                                | Enjoy learning and growing in expertise   | Y                |                  |

There is a Genuine Occupational Requirement for the post-holder to have an active Christian faith.

The post-holder will be required to obtain an Enhanced DBS check.