



Cults Parish Church
reaching out to the community

Cults Parish Church - Office Secretary

12 Hours per week

£12.11per hour

We have a vacancy for an experienced part time secretary working back-to-back with our existing part time secretary. We are a faith-based organisation, and we would expect the successful candidate to be in sympathy with, and supportive of the ethos within our community.

The role entails the provision of administrative and communication support to our Church Community. In addition to the strong administration skills to provide diary management, reception, telephone, and general office duties you will also act as the administration focal point for the many internal and external groups hiring space within our Hall complex

You will be proficient in the use of MS Office 365 and expertise in the use of social media will be advantageous. While necessarily being a team player you will also demonstrate self motivation, work prioritisation skills, and an ability to work without close supervision whilst maintaining accuracy and attention to detail.

Ability to maintain confidentiality is essential.

Your excellent communication skills will also enable you to engage successfully with a wide range of people.

Normal working hours will 9am to 1pm on Mondays, Tuesdays and Thursdays and you will also be expected to provide holiday cover for the other part time secretary by mutual arrangement. The commencement of normal working of 12 hours per week will be subject to the return of normal working for the Church Office staff as permitted by the Scottish Government Covid 19 regulations and Church of Scotland guidelines.

We operate the NEST pension scheme which would be available to you if you wish to enrol.

For job profile, see below.

Please submit your application including the names and contact details of two referees to Peter Coutts, Business Coordinator at 404 North Deeside Road, Cults, Aberdeen, AB15 9TD or email peter.coutts12@hotmail.com by 16th July 2021. To download an application form [\[CLICK HERE\]](#). Interviews will be held thereafter to meet a prospective start date of 1st September 2021.

Office Secretary Job Profile

Purpose

To provide administrative and communication support to the Church Community.

Dimensions

The Jobholder:-

- reports to the Business Coordinator on behalf of the Church Management Group and has no people management responsibilities.
- liaises with members of the Congregation, Groups hiring Church premises, suppliers, and utility providers.

Responsibilities

- Act as first point of contact for hirers of church premises and thereafter issue and manage contract documents and take receipt of hire fees, risk assessments and insurance documents
- Deposit fees to the bank and assist Treasurer with recording and collating financial transactions
- Provide congregational contact through email and letter as required
- Perform general administrative tasks, diary management, reception and telephone duties, receipt and distribution of mail, photocopying, and filing
- Assist with the preparation of material for church services e.g., orders of service, PowerPoint, notices
- Make Kirk Session papers available as appropriate in advance of Session meetings.
- Ensure public display of legally required licences and insurance documents
- Assist with the preparation and distribution of magazines and newsletters
- Organise and coordinate access to Sanctuary for funerals, weddings and other events
- Liaise with the Minister with regard to funerals, weddings, baptisms etc
- Other tasks as remitted through your line manager, the Minister or the Session Clerk



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Skills and Abilities

Essential

- Experience in working in a secretarial role
- Proficiency in the use of Microsoft Office 365
- Strong administrative skills with the ability to work on own initiative and to manage and prioritise own workload
- Excellent networking skills and the ability to relate and communicate effectively and sensitively with a wide range of people
- Ability to maintain confidentiality
- Accuracy and attention to detail
- Ability and desire to work in harmony as part of a team
- Sympathetic to the aims and ethos of a faith-based organisation.

Desirable

- Expertise in the use of social media e.g., Facebook, Twitter etc
- Experience of working in the voluntary sector and with volunteers
- Knowledge and understanding of working in a church environment