

# Caerphilly and Aber Valley Ministry Area



St Ilan St Martin St Andrew St Catherine

[beneficeofeglwysilanandcaerphilly.org.uk](http://beneficeofeglwysilanandcaerphilly.org.uk)

Registered Charity Number 1131172

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## **Further Particulars - Admin Assistant**

**Location:** The Ministry Area (MA) Office will be located partly in St Martin's Church and partly in St Catherine's Hall, but it is expected that MA admin work will be mostly undertaken in a home situation

**Starting date:** To be agreed with the successful candidate.

### **Background**

The Caerphilly and Aber Valley Ministry Area was created as part of the amalgamation of 2 parishes which previously served the town of Caerphilly and the Aber Valley. It originally included five churches – St Ilan's in Eglwysilan, Saint Peter and St Cennydd in Senghenydd with St Martin's, St Catherine's and St Andrew's in Caerphilly. St Peter's was made redundant in 2019, but was subsequently handed over to Citizen Church as a church plant in the Valley

The MA administration assistant will perform a key role as part of the Ministry Area Leadership team – working with the clergy, Lay Chair, Operations Manager, MA wardens, and with various volunteers already assisting with administration tasks. There is a central filing system held on Dropbox which is used by the team for data sharing – accessible remotely.

This is a new post, reporting to the Operations Manager, but also carrying out support tasks for the Ministry Area Lead and Lay Chair, Treasurer and Property Manager. In the short term it will be necessary to cover the planned Maternity Leave of the Ops Manager. It is expected that there will be an initial period of set-up of equipment and associated protocols and procedures, including establishing good working relationships with the team of volunteers already in position.

### **The successful candidate will be able to demonstrate:-**

1. Team player, able to work independently but consultatively, and to demonstrate initiative and a proactive approach to tasks.
2. Flexibility (occasional requirement to work outside core office hours, including evenings and weekends)
3. Good working knowledge of parish life in the Church in Wales.
4. Experience of office work and competency in a wide range of administrative tasks, including development and maintenance of policies and procedures.
5. Good literacy and numeracy skills.
6. IT proficient – including Microsoft Office products, website, Facebook and other social media, and able to develop promotional material for the Benefice.
7. Well organised.

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8. Sympathetic to the culture and vision of the Church in Wales and the Llandaff diocese.
  9. Interest and sympathy with our Strategic Development Group structure , which include children and youth work, environmental issues and pastoral care of the elderly and infirm.
  10. Full UK driving licence required (occasional use of own vehicle for work purposes)
  11. Educated to at least "A" level standard.
  12. Subject to DBS disclosure.

## Outline Job Description (detail to be agreed upon appointment)

- 1 **Assist the Ops Manager in Governance including compliance**
  - a. Help in updating Ministry Area (MA) policies and procedures
  - b. Keep abreast of changes to Diocesan/Church in Wales regulations
  - c. Help with Safeguarding for the Ministry Area – in particular using a new software package called " MyChurchPeople"
  - d. Update the Electoral roll as required
  
- 2 **Assist the Treasurer in Finance**
  - a. Draft billing - for weddings and funerals etc.
  - b. Extract reports form Sum-up Digital Giving
  - c. Draft clergy fees payment schedule
  - d. Draft retired clergy payment schedule
  - e. Check clergy expenses claims
  - f. Draft claims for Treasurer expenses in respect of online purchasing
  - g. Preparing promotional information on generous giving and stewardship
  - h. Carry out stock checks and advise of procurement requirements
  
- 3 **Assist the Ops Manager in Communication**
  - a. Update communication vehicles – website, weekly sheets, e-mail broadcast, phone calls and bookings for services as required
  - b. Provide communications for distribution on social media – Facebook, Instagram, Twitter.
  
- 4 **Assist the Ops Manager in Planning**
  - a. Update MA planners and trackers as required – e.g. Liturgy Planner, Clergy and Laity Deployment Register, Liturgy planner, Team Planner, magazine planner,
  - b. Provide forward notice of potential problems and issues appearing from the planning process,

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- 5 **Assist the Ops Manager and Clergy in Life Events**
    - a. Assist in managing the process of arranging and running baptisms, weddings and funerals and other life events,
    - b. Keep the life events planners up to date
    - c. Support the clergy through the admin processes involved
  
  - 6 **Assist the Ministry Area Lead in Liturgy and Worship**
    - a. Assist the clergy in the development of new services based on our central library of liturgy appropriate to each season
    - b. Help in putting in place new ways of doing services – e.g. Zoom and Live Stream, plus any “blended” offerings
  
  - 7 **Assist the Pastoral Officer in Pastoral activities**
    - a. Assist with the pastoral tracker and address lists, updating them to show overdue calls according to the agreed intervals
  
  - 8 **Assist the Ops Manager with Projects**
    - a. Assist in managing a range of projects related to the above responsibilities , for example – ECO church,
    - b. Produce and update Risk Assessments and crib sheets for transitioning out of COVID restrictions
  
  - 9 **Assist the Property Manager with Property**
    - a. Be familiar with the requirements of the property portfolio
    - b. Seek opportunities for grant funding to support required projects

It is worth mentioning the definition of “Management” as used in the MA – namely to procure resources through involving and delegating to others, hence empowering and enabling them to contribute to the ministry and evolving strategic vision of this MA.

## **Other responsibilities – development goals**

- To be agreed with the successful candidate

If you are interested in applying for this role, please contact us by email at: [impact.eandc@gmail.com](mailto:impact.eandc@gmail.com) for an application form.