

## Benefice Administrator - Job Description

### Purpose of the role

To be the first point of contact in the church building for general enquiries from the community we serve, church members and other building users.

To provide administrative support to the clergy and staff team, primarily supporting the occasional offices, namely; weddings, funerals and baptisms.

### Liaises with and supports

Vicar, Benefice Clergy and ministry team, Churchwardens, Treasurer & Church Accountant, Volunteers & Church members.

Reports to the Vicar, line managed by Vicar's PA and is part of the SJHW staff team

### Duties and Responsibilities

The key activities of the role will include:

At St John's:

- Be the first point of contact for visitors, general telephone and email enquiries, newcomer cards and the website.
- Oversee the day-to-day co-ordination of the rotas (except preaching and service leading).
- Monitor and order stationery and other church & centre consumables.
- Recording and paying-in of money received, including offertory, occasional office payments and donations.
- Facilitate the Church Centre booking requests, input using ChurchSuite, and work with the Operations Manager to ensure a smooth booking process.

In the Benefice:

- Provide administrative support to the clergy for all matters relating to occasional offices in the Benefice, including the updating relevant systems, data storage of required information and invoicing and collection of fees.
- Assist the nominated PCC representative with the administration and recording of all burials and interments in Benefice churches' graveyards and dealing with related enquiries and memorials.
- Support the Churchwardens in the administration of Faculty applications and any other permissions, and the upkeep of the Terrier and Asset Register.
- Order and distribute Communion supplies and candles, for all Benefice churches.
- Any other administrative tasks that maybe be reasonably required to ensure the smooth running of the Benefice Churches and St John's Church Centre.

### The Parish of St John's Hartley Wintney

Fleet Road, Hartley Wintney, Hook, Hampshire. RG278ED | Registered Charity No: 1130172  
T: 01252 842215 | E: office@stjohnshw.org.uk | stjohnshw.org.uk

## Experience and Competencies

The essential skills that the candidate must have: -

- A friendly, welcoming and helpful attitude, both face to face and on the phone.
- An appreciation and understanding of parish life and commitment to the church (both general and particular) and its mission and vision <https://stjohnshw.org.uk/our-vision/>
- Strong IT skills including experience of Microsoft Office packages. Experience of ChurchSuite would be advantageous but training will be given.
- Good administration and communication skills, efficient and organised with ability to meet deadlines and attention to detail whilst dealing with concurrent tasks.
- Ability to be flexible and work confidently and unsupervised.
- Good people skills, able to relate warmly and assuredly to the public.
- Ability to maintain confidentiality.
- An excellent collaborative team worker.

## Working Requirements

- This is a part-time role with flexible working arrangement to cover occasional events, week-ends and evenings when necessary.
- The hours that the candidate is expected to work are 20 hours per week in line with church office hours, which are currently 0900-1400, Monday – Thursday.
- Any overtime will be covered as time off in lieu.

May 2026

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