

Benefice Administrator Duddon Estuary & Low Furness Churches Role Description

Statement of Commitment to Safeguarding and Safer Recruitment

At the Diocese of Carlisle, we are dedicated to providing a safe, nurturing, and inclusive environment for all members of our community, especially children, young people, and vulnerable adults. Our commitment to safeguarding and safer recruitment reflects our core values and mission to uphold the highest standards of care and protection.

Safeguarding Commitment

We recognise our responsibility to protect and promote the welfare of everyone in our care. To this end, we pledge to:

- **Create a Safe Environment:** Ensure that all our premises and activities are safe and welcoming.
- **Promote Awareness:** Regularly educate and train our staff, volunteers, and congregation about safeguarding issues and practices.
- **Act Responsibly:** Promptly address any concerns or allegations of abuse, following our established procedures and legal obligations.
- **Support Victims:** Provide pastoral care and support to those affected by abuse.

Safer Recruitment Commitment

We believe that safeguarding starts with robust recruitment processes. We follow the Church of England guidance on safer recruitment and people management, and through this we commit to:

- **Rigorous Vetting:** Implement thorough background checks and screening for all staff and volunteers working with vulnerable groups.
- **Clear Policies:** Maintain clear policies and guidelines for recruitment, ensuring all roles have defined safeguarding responsibilities.
- **Continuous Training:** Provide ongoing safeguarding training and resources to ensure all personnel are aware of their roles and responsibilities.
- **Regular Reviews:** Continually review and improve our recruitment practices to uphold the highest safeguarding standards.

By adhering to these commitments, we strive to create a community where everyone feels safe, valued, and supported. We welcome any feedback or concerns and encourage open communication to maintain our high standards of safeguarding and care.

Overview of role

The Church of Low Furness comprises the Anglican Benefice of the combined parish of Aldingham; Dendron and Rampside; Urswick parish and Bardsea Parish, and possibly Pennington. Geographically it spreads along the north shore of Morecambe Bay between Barrow and Ulverston. . Currently the Benefice is in vacancy and has been for over 2 years. Clergy resources comprise a retired Methodist minister and a non-stipendiary Deacon.

The four Parochial Church Councils are . charities and the legal bodies with responsibility for administering the Parish. Each consists of representatives from the individual churches, together with Lay Chairs and treasurers. The church is part of the Furness Mission Community which is co-terminous with the Anglican Deanery of Furness; Itself part of the archdeaconry of Westmorland and Furness.

The Benefices of the Duddon Estuary a consists of three parishes; Kirkby Ireleth, Broughton & Duddon (consists of 5 rural churches) and Thwaites. It is served by a Benefice Leadership Team comprising of the Vicar (stipendiary), three readers (one based at St Cuthberts, one based at St Mary Magdalene and one who serves Broughton & Duddon parish), and representative leaders from each of the churches. The vision of the benefice is to weave the seven churches into one family, who loves one another. We hope the communities around the churches will witness the love we have for one another and be transformed.

ROLE DESCRIPTOR

JOB TITLE: Benefice Administrator (0.57 FTE)

REPORTS TO: Deacon or designated successor and The Vicar of Duddon Estuary

PURPOSE OF ROLE:

The key task of the Benefice Administrator is to enable effective administration and communication among the Christian communities within the Mission Community area and will be the primary point of contact for the community.

KEY ACTIVITIES & RESPONSIBILITIES:

General

- Support the clergy, Benefice Leadership Team and PCC officers in the overall running of the churches as required.
- Initiate written policy recommendations for consideration by the PCCs

Communications

- Develop and maintain effective communications systems across the churches, using traditional and electronic means.
- Manage the churches' interface with the public, including managing the phone lines, email accounts, mailing lists, email groups, websites, Life Events Diary social networking inc Facebook; A Church Near You; etc.
- Compile the church calendars to include services and events and, where appropriate, to manage clergy diaries.
- Prepare the service rotas for clergy and lay ministers and the weekly Benefice family news
- Administrate courses such as Bereavement journey and Alpha.
- When requested, produce and distribute attractive and clearly laid-out service sheets for the Churches and for special occasions.
- Liaise with neighbouring parish magazine editors regarding submissions from the clergy and other church contributors including drafting notices and flyers for inclusion.
- Prepare and submit required Mission, financial returns and Environment etc statistics - liaising with local church leadership.

Occasional Offices (baptisms, weddings, and funerals)

- Manage the administration of baptisms – eg forms, certificates, liaising with the families.
- Manage the administration of funerals – eg forms, liaising with funeral directors and the bereaved families, contacting the Benefice Bereavement Coordinator
- Manage the administration of weddings – eg. reading of banns, preparation of marriage documents.

Church Council Meetings

- Liaise with the PCC secretaries to administer the Church Council meetings including making sure all the relevant information is available and circulated and completing the meeting agendas and minutes.
- Maintain records including agendas, minutes and other paperwork.
- In conjunction with the church Electoral Roll Officers, review, compile, publish and circulate the Electoral Rolls as required.

Finance & IT

- Administer Fees for weddings and funerals in co-operation with the PCC treasurers.
- Manage the IT subscriptions for office systems including Office 365, domain registrations and hosting services.

Other

- Assist the Benefice Safeguarding Officer in safeguarding administration
- Manage Health and Safety including any training, and ensuring that relevant documentation for each church is up to date
- Manage data in accordance with data protection legislation (GDPR) including secure databases to be used for congregational mailings, communications, financial records and required returns.
- Manage bookings for church premises and liaise with Rampside Village Hall, Broughton parsonage rooms booking secretary
- Manage church graveyard applications and liaise with the appropriate stonemason
- Order service supplies such as wine, wafers and candles
- The Diocese of Carlisle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.
- To undertake other duties that, from time to time, may be required

FINANCIAL IMPACT (How much and for what) N/A	NETWORK (Key people with whom the role liaises and for what purpose) INTERNAL: DBF staff, ministers (stipendiary, self-supporting and retired) Leadership team EXTERNAL: wedding couples, local funeral directors, churchwardens, PCC Treasurers and PCC Secretaries, Church Officers NOMINATED DEPUTY (where applicable):N/A
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PERSON SPECIFICATION

ESSENTIAL CRITERIA
Technical Skills
<ul style="list-style-type: none">• Excellent computer skills, including ability to use:<ul style="list-style-type: none">➤ advanced MS Word to mail merge, produce publicity materials and booklets, manipulate images, use tables, labels and style sheets➤ spreadsheets (MS Excel)➤ presentations (MS PowerPoint)➤ computer diary management➤ desktop publishing• Confidence using Internet, web storage (Cloud) and email technology.• Familiarity with, or willingness to learn, website management, including using Wordpress
Knowledge & Experience
<ul style="list-style-type: none">• Previous experience in an administrative role.• Excellent planning, time management and organisational skills.• High emotional intelligence, good pastoral sensitivity and ability to deal with awkward conversations.• Ability to maintain confidentiality.• Good interpersonal skills – and a friendly and helpful manner both verbally, and in writing.• Willingness and ability to travel between Benefice locations.• Ability to see the big picture, to encourage good communication and collaborative working across the churches.• A willingness to learn about charity and church law, structures and the internal workings of the church as appropriate to the position.• Have an understanding of and be in sympathy with the Christian faith

Benefits	
Salary	<p>£31, 795 FTE (£18,168.57 pro rata) 0.57 - 20 hours per week</p> <p>The post holder will be employed through the Carlisle Diocesan Board of Finance.</p> <p>20 hours per week - distribution of hours capable of variation as agreed between the post holder and line manager (from week to week, if required).</p>
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 45ppm
IT & Mobile phone	laptop and smartphone with remote access to email
Working Expenses	fully-funded as appropriate
Other benefits	<ul style="list-style-type: none"> • 34 days annual leave incl bank holidays (pro-rata for part time employees) • 35 hrs a week flexi-time system in operation time off in lieu for additional hours worked
<p>Any offer of employment is subject to:</p> <ul style="list-style-type: none"> • Two references (one must be current employer) • Health Check • Right to work check • Enhanced DBS check and Church of England Declaration form (if the DBS or declaration form are not completed the offer of employment will be rescinded) 	