

## Worship & Ministry Support Officer

**Job Title:** Worship & Ministry Support Officer

**Job Purpose:** To provide worship administration support for the Abbey Rector, Missioner & Pastor. This includes being Secretary of the Abbey Leadership Team meetings, Music meetings and the Abbeys Ministry & Mission meetings.

To work closely with the Office Administration & Reception Team

To be a friendly and welcoming point of contact for visitors to the Abbey Office.

**Part-Time:** 24 hours a week over 5 days

**Reports to:** Rector (delegated to Abbey Pastor)

**Salary** £14,700pa for 24 hours a week (FTE £24,500pa)

**Contract:** Permanent

The successful candidate will contribute to the ministry and mission of Bath Abbey by providing administrative support to the Abbeys worship, managing diary bookings, helping prepare orders of service and organising and attending planning meetings for special services and events.

We are looking for someone with an appreciation of worship at the Abbey, who has demonstrable skills as an administrator, an eye for detail, and a collaborative team player who is comfortable liaising with clergy, staff and volunteers.

This is a great role for an organised individual with strong administration and communication skills. You will have a good overall knowledge and experience of all areas of administration ideally within a similar environment.

If you feel that you have the qualities skills and experience to fulfil this varied, rewarding, and vital role and would like to be part of Bath Abbey, apply today.

### Bath Abbey

Bath Abbey is a flourishing large parish church in the heart of the UNESCO World Heritage City of Bath and with this a significant part of the city's rich heritage which reaches back to Roman times.



While the geographical parish has only a small residential population, our congregation is a gathered community from all over the city and surrounding area. We also welcome over 500,000 regional, national, and international visitors, and worshipers. Bath Abbey has around 28 staff, around 50 in our choirs, over 300 volunteers and over 450 in its congregations.

## Key Responsibilities

- Oversight and preparation of all service liturgies
- Oversight and preparation of the Liturgical Rota
- Administrative support for the Abbey Rector, Missioner and Pastor
- Record keeping and Meeting Minutes for Abbey meetings
- Regular liaison with Church Wardens
- Oversight and provision of hospitality for Abbey staff events and Team Days
- Liaison and bookings for Visiting Choirs
- Working closely with the Office Administration and Reception Team on organising events general Parochial Church Council support duties and hospitality duties
- Management of Eventbrite bookings
- Administrative support for city wide services, festivals and key events
- Liaison with a wide range of individuals and organisations, including the Mayors Office, and the Diocese of Bath & Wells regarding services and events in the Abbey

## Person Specifications

- Very Strong organisational skills
- Reliability. Ability to consistently meet deadlines
- A good understanding of Church of England liturgy and its principles and empathy with all aspects of its ethos
- Proactive in offering support and assistance to colleagues
- Discretion & Confidentiality. Ability to be trusted to handle sensitive information
- Accurate. High level of attention to detail
- Personable and approachable manner
- Proficient in the use of Microsoft Office, especially Word and Outlook
- Experience of working in a busy office environment
- Excellent communication (both written and verbal) and interpersonal skills
- Self-motivated and able to work both independently and collaboratively
- Desirable Quality: Experience of Microsoft Excel and PowerPoint
- Desirable Quality: Experience of using other relevant IT packages eg Publisher
- Desirable Quality: Experience in maintaining databases
- Knowledge or experience of church administration



## Scope For Growth

Depending on the experience and skillset of the candidate, there is a possibility that this role could develop into a full-time role broadening into Office Manager taking-on line management of the Abbays Office Administrator and Receptionist team (2 staff). Before considering this option, we would consult with the candidate to check if this was right for the individual and the Abbey.

## Application

To submit an application please send a full CV and covering letter of no more than one A4 page which explains why you are a suitable candidate. Please include the details of two references. References will only be taken up once an offer has been made.

Please send your CV and letter to Natalie Cox-Mullings, Human Resources Officer at [ncox-mullings@bathabbey.org](mailto:ncox-mullings@bathabbey.org).

**Deadline for applications: Friday 12 November 2021, 5pm.**

