



## **Minster Administrator**

8 hours per week

**Are you looking for a part time administrative role?  
Would you like to work for a local group of churches?  
We might have just the thing for you..**

**We are looking for an administrator who:**

- Will work at the centre of church life running the Minster office as a communications hub, acting as the first point of contact for enquiries and ensuring they are dealt with promptly
- Attend and offer administration to Minster team meetings
- Using the iKnow Church software; produce and distribute service rotas, calendars including life events (Baptisms, Marriages and funerals)
- Providing Safeguarding administration (using the Safeguarding Dashboard), supporting Parish Safeguarding Officers in their responsibilities
- Supporting Parish Secretaries in administrative duties, including GDPR compliance

[Swad Minster Admin Job description](#)