ADMINISTRATOR

Mynydd Bedwellte Ministry Area

Location: Home-based with occasional attendance at locations across the Ministry Area and Diocese
Salary: National Living Wage (£12.71 per hour from Oct 2026, rising annually)
Hours: 7 hours per week (worked over two 3.5 hour sessions)
Contract: Fixed term (5 years)

About the Role

The Mynydd Bedwellte Ministry Area is seeking a highly organised and reliable Administrator to support the life and work of the church community.

This is a varied and rewarding role, providing essential administrative support to clergy, volunteers and church officers, helping ensure the smooth coordination of activities, effective communication, and strong organisational processes across the Ministry Area.

This role plays a key part in enabling the mission and ministry of the Church in Wales at a local level.

Key Responsibilities

- Managing emails, telephone calls and general enquiries in a professional manner
- Maintaining diaries, calendars and appointments
- Supporting the organisation of meetings and events, including taking minutes
- Preparing letters, notices and general communications
- Maintaining accurate filing systems (digital and physical)
- Updating and managing database systems (including ChurchSuite)
- Ensuring records are maintained in line with GDPR requirements
- Supporting clergy and volunteers with day-to-day administrative tasks

About You

The successful candidate will be:

- Highly organised with strong attention to detail
- An effective communicator with excellent written and verbal skills
- Confident in using a range of IT systems and software
- Able to work independently and manage their own workload
- Professional, reliable and able to handle confidential information appropriately
- Experienced in general administration
- Supportive of the values and mission of the Church in Wales

Desirable Skills and Experience

- Experience of minute-taking
- Familiarity with ChurchSuite or similar systems
- Understanding of Church in Wales structures
- Written/oral Welsh language skills

Additional Information

- This role requires a **Basic DBS check**
- The postholder will be expected to work flexibly and attend occasional meetings or events with prior notice

Why Join Us?

This role offers a meaningful opportunity to contribute to the work of the Church in a local community, working alongside clergy, volunteers and church leaders while developing a broad range of administrative and organisational skills.

How to Apply

Closing Date: 25 November 2026 at 12am
Interview Date: 2 December 2026

For an informal discussion about the role, please contact:
Revd Matthew Davis (Ministry Area Leader)
Telephone: 07800 750259
Email: mattdavis@cinw.org.uk