ADMINISTRATOR

Job Description | Mynydd Bedwellte Ministry Area

Job Details

Job Title	Administrator
Pay	National Living Wage employer (£12.71 Oct 2026 – rises annually)
Location	Home working contract with the expectation of attending the churches within the Ministry Area (MA) and selected locations within the diocese (with appropriate notice).
Contract Type	Fixed term 5 years
Working Hours	7 hours per week, worked over two 3.5 hour sessions

Selection Process

Closing Date	25/11/26 at 7pm
Interview Date(s)	02/12/26
Selection Process	Applicants who are successful at the shortlisting stage will be invited to attend an interview and assessment based on the requirements of the role. This role requires a BASIC DBS check
Contact Details	Reverend Matthew Davis – Ministry Area Leader 07800750259 mattdavis@cinw.org.uk

Job Purpose

We are seeking an organized Church Administrator to support the life and work of the Mynydd Bedwellte Ministry Area.

The postholder will provide administrative support across the Ministry Area, helping ensure effective communication, organisation, and coordination of church activities and operations. This role is essential for supporting clergy, volunteers and church officers in the smooth running of ministry area, supporting mission.

The successful candidate will need strong administrative skills, diary management experience, excellent attention to detail and the ability to manage information confidentially and professionally.

The MA uses a variety of software systems and applications. It is essential the postholder is confident at using a variety of technology.

Reporting Structure

Reports to
Ministry Area Leader

Responsible for
No direct reports

Primary Contacts
Clergy team
Church Wardens
Ministry Area Council members
Church volunteers
Members of the public

Main Duties and Responsibilities

- Respond to emails, telephone calls, and general enquiries in a professional manner.
- Take accurate messages and ensure they are passed promptly to the relevant people.
- Maintain and manage diaries, calendars and appointments where required.
- Send reminders and follow-up communications regarding meetings, events, actions and tasks.
- Assist with the organisation and administration of church meetings and events.
- Prepare letters, notices, and other written communications.
- Take minutes at meetings and distribute appropriately.
- Maintain accurate filing systems and document management processes, both physical and digital.
- Manage and update database systems including ChurchSuite and other related IT systems/applications.
- Assist with maintaining records in line with GDPR and data protection requirements.
- Maintain accurate and complete records which are suitably stored/shared.
- Maintain own professional development and stay up-to-date on regulatory changes and developments in best practice.
- Undertake any other duties as required in keeping with the role.

Knowledge, Skills, Qualifications and Experience

Essential:

- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to work independently and manage workload effectively.
- Good IT skills including email, word processing, spreadsheets, and database systems.
- Ability to use or willingness to learn systems such as ChurchSuite, My Church People, Membership application etc.
- Excellent online repository skills in filing and document mangement.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Good attention to detail and accuracy.
- Ability to professionally communicate with a wide range of people.
- Reliable and able to follow through on tasks and reminders.
- Experience of general office administration.
- An empathy with the mission and ministry of the Church in Wales.

Desirable:

- Experience taking minutes at meetings.
- Experience using ChurchSuite or similar CRM/database systems.
- An understanding of the purpose and structures of the Church in Wales.
- Welsh language skills/the ability to communicate in Welsh.

Development Opportunities

This role offers the opportunity to contribute meaningfully to the mission and ministry of the Church in a local community setting. The successful candidate will work closely with clergy, volunteers, and church leaders while developing a wide range of administrative, organisational, and communication skills.

The role also provides opportunities to support community engagement, ministry activities, and the growing work of the Ministry Area.