

**The Abbey Church of Dunfermline**  
**[www.dunfermlineabbey.co.uk](http://www.dunfermlineabbey.co.uk)**  
**Scottish Registered Charity Number: SC16883**

**Role: Church Administrator**

**Hours: 10 hours per week (Mon, Wed, Thurs, Fri - 0930 to 1200 hours each day)**

**Hourly rate: £9.00**

**Location: The Abbey Church of Dunfermline Halls, Abbey Park Place**

**Overview**

An opportunity has arisen for a responsible, well organised and proactive individual to provide administrative assistance to the Minister of the Abbey Church of Dunfermline. The Abbey Church of Dunfermline is situated within the grounds of Dunfermline Abbey and Palace, and the church halls are a 200m walk to Abbey Park Place.

In this role you will be involved in all aspects of the church's administration. You will support the Minister and Session Clerks in ensuring the timely and efficient organisation of church affairs. Whilst working under the direction of the Minister, you will be required to use initiative and work without supervision.

**Key Responsibilities:**

- Provide administrative assistance to the Minister as and when required, including receiving and passing on telephone messages and emails as appropriate, and ensuring the Minister has the appropriate papers for meetings, etc.
- Prepare the weekly Orders of Service in conjunction with the Minister, maintain the filing of these and contact readers with details of the Sunday readings.
- Provide administrative assistance to the Session Clerks and other teams as directed by the Minister, including circulating Minutes of Meetings and maintaining the Minute files.
- Assist the Hall Letting Convenor with hall bookings and all connected administration including collection of rent for lets.
- Deal with all telephone calls made to the office during opening hours and respond to answer machine messages left outwith normal office hours.
- Make arrangements for visits from tradesmen to carry out work on church buildings in co-ordination with the Fabric Team leader.
- Assist the Magazine Editor in preparing and publishing the quarterly magazine.
- Update the church website under the direction of the Minister.
- Support the running of church buildings including setting the heating in the Halls, reporting any premises issues (e.g. broken light bulbs/leaks) to the Fabric Team leader and ensuring the premises are securely locked when leaving.

**Other Ad Hoc Role Requirements:**

- Liaise with the covering Minister, organist and choir master in the Minister's absence.
- Prepare tickets for events in the church under the direction of the Minister.
- Prepare orders of service for weddings/funerals and collect fees under the direction of the Minister.
- Prepare parish leaflets, in association with the Minister and the delivery co-ordinator.
- Prepare the Parish Christmas and Easter cards, working with the delivery co-ordinator.
- Order stationery as and when required in conjunction with the Minister.

**Skills and Experience Required:**

- The ideal candidate will have experience of working in an office environment, dealing with suppliers, invoices and basic budgeting.
- The ability to exercise discretion and respect confidentiality
- Working knowledge of Microsoft Word and Excel is essential, and experience in the use of Desktop publishing would be advantageous. Training will be provided where required.
- The ability to communicate well with others and a natural attention to detail