

We are seeking to appoint a Part Time (10hours per week) Church Administrator for Park Church to succeed the current post holder who is retiring at the end of October.

Duties include administration of the church office function, liaison with and support of the minister and key office bearers, hire of church premises and liaison with the users of premises.

Salary- Hourly rate is National Living Wage plus 30%

Further details about the attributes sought will be noted on the church website parkchurchstirling.org. Informal enquiries should be made to Dr Brian Walker email abwalker.md@tiscali.co.uk.

Formal applications should be made to the Session Clerk Dr Peter Murdoch, Park Church Stirling , 2 Park Terrace, Stirling FK8 2NA by 30th September 2021.

**ADMINISTRATOR PARK CHURCH ,STIRLING :
PART TIME 10 HOURS/WEEK**

Criteria		Essential	Desirable
A	Qualifications and experience	<ul style="list-style-type: none"> <input type="checkbox"/> Previous Administrative experience. <input type="checkbox"/> Previous example of ability to work unsupervised <input type="checkbox"/> Ability to use Computer including ability to use all aspects of Microsoft Office <input type="checkbox"/> Knowledge of Data protection and Confidentiality <input type="checkbox"/> The successful candidate will require a Basic Disclosure Check 	<ul style="list-style-type: none"> <input type="checkbox"/> An understanding of Church life and sympathy with the aims of the Church of Scotland <input checked="" type="checkbox"/> Previous experience of working in an area that demands strict confidentiality.
B	Commitment	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to work 4 days a week Tuesday-Friday inclusive from 0930am-12noon 	<ul style="list-style-type: none"> <input type="checkbox"/> Available to work from date of appointment <input type="checkbox"/> Flexibility of hours could be possible
C	Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Good written and oral skills to enable congregation and office bearers to be informed accurately and appropriately and communicate to congregation <input type="checkbox"/> Literate in appropriate information technology & data recording skills to facilitate the use of standardised communications and documentation 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to work positively in partnership
D	Decision Making	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to make decisions in the agreed areas of responsibilities and competence for the good of the congregation under the constraints of confidentiality <input type="checkbox"/> Ability to act quickly and independently <input type="checkbox"/> Ability to deal appropriately with members of the public 	
E	Organising	<ul style="list-style-type: none"> <input type="checkbox"/> Proven ability in communicating and liaising with others to achieve results <input type="checkbox"/> Good timekeeping <input type="checkbox"/> Work effectively under time and resource pressure <input type="checkbox"/> Able to motivate self 	<ul style="list-style-type: none"> <input type="checkbox"/> Able to work under the direction of others
F	Emotional Resilience	<ul style="list-style-type: none"> <input type="checkbox"/> Stability of performance under pressure <input type="checkbox"/> Can identify and respond to stress in self and others <input type="checkbox"/> Diplomatically deal with opposition and conflict to a positive resolution 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to stand by decisions that may be challenging