Job Profile	
Job title	Team Administrator
Reports to	Team Rector
Location	Hybrid – Home and Office based working
Travel required	Local travel between churches and meeting places
Pay	£13 per hour
Work pattern / hours	15 hours per week; Tuesday afternoon essential, other days/hours negotiable
Date	To start ASAP
DBS check required?	Yes

Lordsbridge Team Context

The Lordsbridge Team is a benefice of Church of England parish churches spread over eleven villages to the west of Cambridge, served by a core team of four incumbent-status clergy. The Team exists to support and enable the mission and ministry of the parishes, and the Team Administrator role is central to this. More information about the Team can be found on the website: www.lordsbridge.org

Role of the Team Administrator

The Team Administrator seeks to resource the parishes across the Team by supporting and enabling the Team's varied ministries. They co-ordinate life events, safeguarding, services and much more, freeing up the clergy and other officers to fulfil their roles in serving their local churches and communities. The Team Administrator works closely with the Team Rector and the Core Team (Team Vicars, Team Support Minister, Team Curate) to ensure the everyday, smooth running of the benefice.

Key responsibilities

The role has the following responsibilities:

- Funeral Administration – overseeing invoicing for all funerals and memorial applications across the Team.
- Safeguarding Administration – Working with Parish Safeguarding Officers to ensure safer recruitment processes are followed and that all volunteers are up to date with their DBS and safeguarding training.
- Wedding Administration – overseeing the booking, tracking, invoicing and communication around all weddings across the Team.
- Database Oversight – Oversight of the iKnowChurch database, where contacts across the Team are stored.
- Team Rector Direct Support – Providing direct support to the Team Rector in their varied responsibilities.
- Individual Team Vicar Support – Supporting individual ministers in various administrative tasks.
- Rota Administration – coordinating the creation of the quarterly team-wide rota.

- Volunteer Support – Supporting volunteers across the Team in their various roles, including Churchwardens, Treasurers and Parish Safeguarding Officers.
- Website Management – Managing and updating websites for the Team and several of the parishes.

Essential skills, knowledge and experience

In this role you'd be expected to be…
- Committed to the vision of The Lordsbridge Team.
- Enthusiastic, energetic and possessing a good sense of humour.
- Excellent with detail and have strong organisational skills.
- Willing to explore new skills and experiment with new ideas.
- Prepared to try something and try again if they get it wrong.
- Excellent at IT and experienced using all MS Office packages.
- Someone who can work well and remain calm under pressure.
- Able to work on own initiative and manage a busy workload.
- A completer/finisher, implementer, team player.
- Someone who is a good relationship builder and communicator.

Desirable skills, knowledge and experience

In this role it'd make it even better if you…
- Understood database systems and web-based technology.
- Had a high standard of written and oral communication.

What we can offer you

- Renumeration (for 15 hrs/week): £13.00 per hour
- Holiday: 6 weeks (pro rata) including bank holidays
- Hours: these will be set by agreement; Tuesday afternoon is essential, other days/hours negotiable.
- Being part of a dedicated and committed team with the ability to meet as a team on a regular basis.
- Professional development: As the role develops, we would expect training to be given for specific work packages.
- Personal development: Ability to partake in courses, seminars and events run by the Lordsbridge Team and Ely Diocese.