

Benefice Manager Recruitment Pack

Welcome from the Vicar



Thank you for your interest in the role of Benefice Manager. St Giles' and St Margaret's are two distinctive, welcoming churches with lively congregations, committed volunteers, and a shared desire to offer worship, hospitality, and thoughtful Christian faith to our communities. It is a joy to serve here, and we are looking for someone who will enjoy being part of this shared life.

One of the strengths of this role is its flexibility. Much of the work can be done from home, and we are very open to someone fitting the hours around other commitments. Both churches also have office space available whenever you need it, and there will be certain points when being physically present is necessary - but we are not expecting a rigid, desk-bound pattern. What matters most is that the work gets done well, not where you happen to be sitting when you do it.

Parish life is rewarding, but it can also be busy, occasionally a little chaotic, and full of the unexpected. I'm very aware that clergy are not always blessed with administrative or organisational prowess (ahem), and one of the real gifts a Benefice Manager brings is the ability to bring order from that creative muddle. We are looking for someone who is confident enough to tell us, kindly but clearly, what needs to be done and when – someone who can help keep us all on track with good humour and a steady hand.

If you are someone who enjoys variety, values both independence and collaboration, and finds satisfaction in helping people and systems flourish, I would be delighted to hear from you.

Revd Daniel Walters
Vicar of St Giles' and St Margaret's

Job Description – Benefice Manager

About the Benefice

St Giles' and St Margaret's are two welcoming Anglican parishes in central and north Oxford. Both churches are rooted in the central and liberal-catholic tradition, with a strong commitment to good liturgy, thoughtful preaching, hospitality, and community life. The Benefice has an active ministry team, engaged congregations, and a steady rhythm of worship, music, and pastoral activity. The Benefice Manager plays a key role in supporting this shared life and ensuring that our administrative and practical foundations are strong.

Purpose of the role

To provide administrative, organisational, and premises support across the Benefice of St Giles' and St Margaret's, enabling the ministry team and PCCs to function smoothly and ensuring that buildings, communications, and statutory responsibilities are well managed.

1. Premises and Facilities Management

- Act as the main point of contact for contractors and suppliers.
- Manage the hiring of St Giles' Church, St Margaret's Church, and St Giles' Parish Rooms, including issuing hire agreements and ensuring compliance with safeguarding and insurance requirements.
- Manage access (including keyholders) to these premises.
- Maintain accurate booking records in Google Calendar.
- Liaise with cleaners and ensure cleaning materials and consumables are stocked.
- Support routine maintenance by reporting issues promptly and coordinating access for contractors.

2. Administration and Office Support

- Serve as the first point of contact for telephone and email enquiries, directing queries to the appropriate clergy or church officers when needed.
- Work with clergy and church officers to ensure that their regular administrative obligations are completed on time, offering support where required.
- Maintain office supplies and order replacements as required.
- Keep the Benefice's cloud storage organised and up to date.
- Maintain the ChurchSuite Address Book and act as Electoral Roll Officer.
- Act as the Benefice's DBS administrator and primary verifier
- Prepare and submit quarterly and annual returns to the Diocese.
- Process invoices and reimbursements in collaboration with PCC treasurers.
- Provide administrative support for weddings and funerals, including managing fees, preparing marriage documentation, and submitting statutory returns.

- Provide administrative support to the two PCCs and their Secretaries as required, recognising the different needs of the two parishes.
- Produce the weekly overview poster for noticeboards and ensure internal and external noticeboards at both churches are kept current.
- Update static website content and profiles on A Church Near You, Facebook, and Google as required.

3. Worship and Ministry Support

- Produce service rotas on ChurchSuite according to parameters set by the Vicar, liaising with clergy, musicians, servers, readers, intercessors, and other volunteers.
- Photocopy weekly pew sheets and other printed materials, including music for the churches' choirs.
- Check sacristy supplies and order replacements as required.
- Assist with occasional administrative tasks for ministry team projects or events.

Person Specification

Essential

- Strong organisational and administrative skills.
- Ability to work independently and proactively, manage time well, and prioritise effectively.
- Good interpersonal skills and a welcoming manner.
- Competence with email, cloud storage, online calendars, and basic office software.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Willingness to work within the ethos of the Church of England.
- Accuracy and attention to detail, especially in record-keeping and minute-taking.

Desirable

- Experience of working in a church, charity, or community organisation.
- Familiarity with Church of England structures and processes (e.g., PCCs, annual meetings, diocesan requirements, safeguarding frameworks).
- Familiarity with ChurchSuite or similar database/rota systems.
- Experience in premises or facilities coordination.
- Understanding of safeguarding and GDPR requirements.
- Confidence with simple website updates and social media posts.
- Experience supporting volunteers or coordinating small teams.

How to Apply

Please submit:

- **A CV**, and
- **A personal statement** (no more than two pages) outlining:
 - why you are interested in the role;
 - how your skills and experience meet the person specification.

Applications should be sent to abbie.corfield@oxford.anglican.org by **11.59pm on Monday 13 April**.

Applications will be treated in confidence and will be **anonymised during the shortlisting process**.

References will be requested only after interview.