

Job Description

Date of Job Description	August 2026
Job Title	Administration Assistant
Department	Administration
Reporting To	Administration Manager

Role Summary	The Administration Assistant role is a key member of staff who will work closely with the Administration Manager to ensure day to day administration for Beverley Minster and the Daughter Churches is completed in a timely manner.
General Context	Beverley Minster is a Christian Church which exists to glorify God and serve the community. Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality. Those who interact with the public should maintain a smart appearance. They are also expected to support and facilitate the clergy in the breadth of their ministry.
Duties and Responsibilities	
Admin	• General receptionist duties including welcoming visitors, taking phone enquiries • Handle email enquiries • Order office supplies & equipment • General filing duties & digitizing of paperwork • Ensure the Parish Office is kept stocked with refreshments etc. • Rotation of business records and archive material • Provide admin support for the wider Minster team & Parishioners when required • Any other duties as required
Social Media	• Input pre-made posts on to social media platforms including Facebook and Instagram.
Rooms	• Distribute keys to hirers • Co-ordinate the hiring of the Parish Hall, Peter Harrison room, the Minster & Board room • Give new hirers tours of facilities, if required
Tours	• Take enquiries for tours – Floor, Roof & Bespoke tours • Create & distribute tour list (monthly minimum) • Liaise with Lead Volunteer Tour Guide to arrange dates for weekly tours, one-off tours, foreign schools tours & bespoke tours.

	• Regularly update the booking page for ground floor tours and roof tours (trybooking)
Events/ Publicity	• Deal with telephone and email enquiries with regards to navigating the website / ticket purchases • Upload events and activities adverts onto Facebook and Instagram
Training	• Organise training for all staff and volunteers • Inform all staff and volunteers of training dates and issue reminders • Process documentation for training and pass on to relevant people e,g, volunteers, staff, providers. • Maintain training matrix for staff and volunteers
HR	• Follow the recruitment process • Advertise jobs on internet platforms • Liaise with applicants and interview panel to organise times and dates for job interviews • Set up rooms and paperwork ready for interview • Set up employment documentation under the guidance of the Admin Manager.
Worship	• Produce weekly orders of service and special orders of service as required • Help create, proof read & print weekly notice sheet
Life Events	• Take life events enquiries & pass info to the necessary teams • Liaise with funeral directors, wedding couples and families • Input life events onto google calendar/ iKnow Church
Health & Safety	• Ensure compliance with legislation and codes of practice in the parish office • Maintain safe workspaces in the reception and kitchen area
Pastoral Care	• Be the first point of contact in the office for people in distress, both in person and on the phone.
Safeguarding	• Adhere to the safeguarding policy and process