

Database Administrator Job Description & Person Profile

- Do all database entries for dioceses that do not do their own administration (information comes via email from dioceses, personal letters and telephone calls). This can vary according to diocesan staff changes
- Make individual records not active for magazine when 'returned to sender', inform diocese or individual subscriber (if possible) and request reason
- Keep record of magazine subscriptions 'paid direct' to give dioceses credit on invoice
- Send address files to printer each quarter for magazine distribution
- Liaise with production manager for *The Reader* as necessary
- Send report of magazine distribution to Chair of Editorial Committee, Secretary and Associate Secretary
- Prepare spreadsheet of magazine number changes for all dioceses per quarter
- Prepare spreadsheet of invoices for all dioceses annually and send to Treasurer
- Prepare and send magazine invoices for all dioceses annually
- Pass information of those Admitted and Licensed and deaths to Associate Secretary
- Pass information of changes in diocesan officers to Vice Chair, Secretary, Associate Secretary and Website Manager
- Attend Editorial Committee meeting
- Any other related duties as might be required by the Secretary or Associate Secretary.

Person Profile

Competencies

- Ability to work independently
- Good administration skills
- Good IT skills

Personal qualities

- Sympathy with the aims of the Central Readers' Council
- A team player who maintains good relationships with a wide range of people
- A person willing to work flexibly and occasionally outside office hours
- Someone willing to work from home, visit Church House and other locations