



# Parish Administrator Job Description

April 2024

## Purpose

The role is to enable more effective mission and ministry of All Saints Church through provision of efficient administration and improved accessibility of the church to the community. The post holder will maintain a consistent weekly presence in the church office and field general enquiries.

## Accountability and Support

- The employer is the Parochial Church Council of All Saints Church.
- The Line manager will be the Priest-in-Charge or, in his/her absence the Churchwardens with regular supervisions and support.
- You will work with volunteers leading different activities and with representatives of other organisation locally for which you may be the primary contact for the church.
- There is also a network of administrators in the diocese which can provide support.
- Access to and support for ongoing training and professional development will be available.

## Key Activities and Tasks

Working with the Priest-in-Charge and churchwardens the Parish Administrator will be responsible for the following areas:

### Front of house:

- Provide warm and generous hospitality all who come into the church
- Receive enquiries by phone or in person and either respond to them directly or refer them on to the appropriate person.

### Lettings and property management

- Act as main contact for hiring of church and hall, arranging for access, cleaning, etc.
- Arrange routine repairs and maintenance liaising with the buildings team.

### Office and Stocks management

- maintain a well organised office.
- monitor and re-order stocks and office stationary and worship related consumables.

### General Administration

- Assist with maintaining the Church calendar of events
- Records, registers and rotas: update registers for weddings, baptisms, confirmations, burials, writing certificates, maintaining key holders list, compile rotas for church activities
- Assist with maintaining up to date publicity for events and activities.
- Creating the weekly notice sheet and e-newsletter
- Supporting the creation of a quarterly newsletter.

## **Social Media and Website Maintenance**

- Assist with keeping our online presence current, developing new initiatives
- liaise with the Priest in Charge, Communications committee and website manager to keep the Church website up to date.

## **Performance Review**

A formal review will be undertaken after a probationary period of 6 months. Thereafter formal performance review will take place annually.

## **Additional responsibilities:**

- To adhere to all the church's policies and procedures.
- To comply with the data protection regulations.
- To observe appropriate levels of confidentiality in relation to all information received by the postholder
- To be responsible for reasonable personal learning and development as appropriate; and to attend additional skills training if required.
- To work constructively and supportively with staff, church members and others
- To implement and comply with All Saints' Church's health and safety policy and procedures, ensuring so far as possible that all practices and procedures are undertaken in accordance with a healthy and safe working environment.
- To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and agreed with the Priest in Charge and churchwardens.

## **Basis of Employment**

7 hours per week

Working times are negotiable but the post holder is expected to work on at least two days for agreed periods each week to ensure a consistent presence in the church office. A measure of flexibility may be required at busy times such that the hours may exceed 7 hours - for which time off in lieu will be given in agreement with the priest-in-charge.

This is a permanent contract subject to a probationary period of 6 months.

Salary: £12 to £14/ hour, depending on experience (£4368 - £5096/annum) paid monthly in arrears.

It is possible to opt into a workplace pension scheme.

Holiday entitlement is 20 days per annum, pro rata (in addition to Bank Holidays)

The postholder will receive an annual appraisal and review.

The normal place of work will be All Saints' Church.

The role holder will need to be sympathetic to the work and mission of the church.

## Person Profile

We are looking for a team player who is well organised, efficient, approachable and friendly. Someone who is servant-hearted, able to take initiative, and knows when this is appropriate, who will contribute positively to the life of the ministry team at All Saints Church.

## Capability Requirements

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Training and Qualifications</b>	Proficiency in English and Mathematics	Training or significant experience in administration, IT skills.
<b>Experience</b>	Relevant experience in administration.	Experience of working in a similar administration role in a church or office.
<b>Knowledge &amp; Skills</b>	<p>Can demonstrate competence in IT skills – word processing, spreadsheets, internet.</p> <p>Able to use social media competently.</p> <p>A self-starter able to research and learn new skills as needed.</p> <p>Well organized and adaptable.</p> <p>Team player.</p> <p>Good time management skills.</p> <p>Able to take initiative.</p>	
<b>Other</b>	Must have an approachable, sensitive manner with people, and a willingness to serve others.	
<b>Safeguarding</b>	<p>As the role will require interaction with those visiting the church a DBS check will be required.</p> <p>The role will also require regular safeguarding and GDPR training.</p>	