

PARISH ADMINISTRATOR ROLE DESCRIPTION



Registered Charity No. 1147596

Job Title:	Parish Administrator
Reporting to:	The Rector/Churchwardens
Employed by:	The Parochial Church Council
Salary & Hours:	£10.90 per hour, 6 hours per week, to include Tuesdays and Thursday mornings and at least one other session, other hours can be flexible.

Hours to be reviewed after a probationary period of 6 months.

There is the opportunity for this role to be combined with that of Caretaker.

Role Summary:	<p>The purpose of this role is to support the work of a busy, diverse parish, embracing our strapline of 'welcoming - worshipping - serving'.</p> <p>We have two churches and a church hall, all of which are well used by the community.</p> <p>We have a busy music/concert programme.</p> <p>We welcome all who turn to the church in times of joy and sorrow, and provide accessible worship and support for all who approach us for baptisms, weddings and funerals:</p> <ol style="list-style-type: none">i. By providing administrative support to the Rector/clergy/churchwardens, the Parish Administrator will increase the ministry team's capacity to lead the congregation in spiritual growth and outreach, as we seek to be the church for this communityii. By managing and developing the use of our church buildings, which are well used each day, the Parish Administrator will increase our capacity to offer hospitality and welcome to alliii. By managing our marketing strategy and online presence, the Parish Administrator will improve our communications with the wider parish as we seek to welcome all.iv. The Parish Administrator will work out of the office at St. Christopher's. They will work principally with the ministry team, churchwardens and caretakerv. Compile information for the magazine
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KEY RESPONSIBILITIES

1. OUR BUILDINGS

Bookings

- Respond to hire enquires through email and telephone.
- Manage the booking diaries
- Draw up Hire Agreements (from templates)
- Request Risk assessments and forward these to our H. and S. officer
- Keep clear records
- Invoice regular hall users
- Book-keep hall payments
- Input information to our Online Calendar

Purchasing

- Monitor stock levels and purchase materials needed for caretaking and cleaning duties, along with church requisites, i.e. candles, altar bread, communion wine, etc.
- Monitor stock levels and purchase stationery
- Manage the photocopier maintenance.
- Purchase low level maintenance materials (e.g. light bulbs)

General Building Management

- Monitor lost and left property
- Manage key log and distribute keys to new hall users

2. CHURCH OUTREACH AND COMMUNICATIONS

Internal communication

- Develop and maintain a database of church contacts.
- Have a good understanding of Data Protection and GDPR
- Use the contact database to issue newsletters and invitations to church events and services
- Produce the weekly newsletter and distribute it online.
- Produce our monthly magazine
- Produce monthly rotas - worship and 'open church'

Website and social media

- Liaise with our Social Media Officer to ensure our presence on social media is up to date.

Print and Noticeboards

- Produce posters, flyers and other print material following our style-guide
- Produce the weekly newsletter and print it
- Ensure that all notice boards are kept up to date

3. GENERAL ASSISTANCE

- Assist with grant applications and other fundraising efforts.
- Print and collate liturgy booklets.
- Any other incidental tasks as requested by the Clergy/Churchwardens
- Work with the Church Secretary to produce papers for PCC and APCM

4. MISCELLANEOUS

The salary will be paid monthly via BACS

Two references will be required

PERSONAL SPECIFICATION

CRITERIA	Essential (E) Desirable (D)
Be supportive of the mission and ministry of our parish	E
Excellent verbal, written, numerical, and interpersonal communication skills	E
Knowledge and experience of Microsoft Office.	E
Knowledge and experience of desktop publishing and image software (Adobe InDesign desirable)	E
Knowledge and experience of database management and website management (D) or willingness to develop skills in database management and website management (E)	D / E
Ability to relate, and provide a warm welcome, to a wide range of people.	E
Be self-motivated and able to manage own time and work effectively	E
Ability to maintain confidentiality	E
Ability to work efficiently under pressure, exercising initiative and judgment.	E
A commitment to and an understanding of equality and diversity	E
Understand Safeguarding procedures (D) or be willing to undertake training (E)	D / E
Experience of working as a member of a professional team	D
Basic book-keeping skills	D