

Parish Administrator – part time

Job Description – Church Administrator Role

We are looking for a gifted, experienced and skilled administrator to join us at St Michael's on a part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Vicar and church officers.

As a faith-based organisation and place of Christian worship, our beliefs are integral to all that we do. The post-holder is expected then to be sympathetic to the Christian faith and actively engage in our ministry and vision; acting as an essential presence and voice of the church to the wider community - from answering the phone to booking special events and managing lettings – enhancing the way in which we serve our parish.

The position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment; where multi-tasking, self-motivation, discretion and confidentiality are essential qualities. Equally, the post-holder needs excellent organisational, communication, interpersonal and IT skills.

Context

St Michael's is an Anglican parish church situated in the National Trust Park of Hughenden Manor. Our electoral roll is presently 190 and we have approximately 130 adults and 30 children regularly attending Sunday morning worship, across four Sunday Services.

Our staff team has recently consisted of a full time Vicar, an Associate Minister, a Licensed Lay Minister, full time Church Verger and part-time Youth Coordinator.

Location and Hours

The role is initially scoped for 9 hours per week, ideally 3 mornings, half-days. (Some flexibility in the distribution of the hours could be agreed with the exception of a minimum of 3 hours support being required on Fridays to ensure all is in order for activities throughout the following weekend.)

Also, some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings to take minutes.

Terms and Conditions

The detailed terms and conditions are contained in the post-holders Contract of Employment.

The salary is £10/hour paid monthly in arrears by direct transfer. The gross annual salary pro-rata is £4680 (equates to a full-time gross annual salary of £18200).

There is a three-month probationary period. An appraisal will take place to confirm completion of the probationary period and annually thereafter. During the probationary period, one week's notice of termination of employment is required on either side. Thereafter, one month's notice on either side is required.

Paid holiday entitlement is 20 days annually (taken in hours as 45 hours) and to be reviewed after 2 years. Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review the duties and responsibilities with the post-holder regularly and discuss future developments, common concerns and opportunities for training. A Church Warden will be appointed as line manager for the post-holder.

Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.

Key Responsibilities

1) Support St Michael's vision and mission.

2) Office Management and General Administrative Services

- a. Provide general administrative/secretarial support for the Clergy;
- b. Set up and administer an electronic Google church diary, arranging appointments and setting up meetings as requested;
- c. Set up and manage a data base of names/addresses and electoral role;
- d. Management of all bookings for the Church and Church House.

3) Parish communications

- a. Ensure internal and external noticeboards are kept tidy and up to date.
- b. Co-ordinate parish mailings, including printing and distributing Easter and Christmas leaflets;
- c. Co-ordinate production of the Annual Report in preparation for the Annual Parish Meetings;
- d. Assist with keeping the parish website up to date;
- e. Provide administrative support to the Clergy in matters relating to baptisms, funerals and weddings.

3) Administrative Support for Worship

- a. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling folding, etc;
- b. Maintain and co-ordinate rotas for worship including intercessions, readers, wardening, lay assistants for communion, sides-persons, welcomers, etc;
- c. Co-ordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism (e.g. bells, organist, Verger, hall, invoicing, baptism card, candles, etc).

5) Management of premises and lettings

- a. Manage ad-hoc lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements;
- b. Advise the PCC on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing;
- c. Maintain accurate records of key holders.

The list of responsibilities is not intended to be exhaustive and is subject to review and amendment in consultation with the Vicar.

Person Specification

Requirement	Essential or desirable?	How assessed?
Qualifications Excellent computer skills Proficient in word/excel	Essential	Via CV, reference and interview Via CV, reference and interview
Experience <ul style="list-style-type: none"> experience of working in similar role ^[L]_[SEP] experience of church ministry/mission ^[L]_[SEP] experience of premises management ^[L]_[SEP] 	Essential /Desirable Desirable Desirable	Via CV and interview Via church reference and interview ^[L] _[SEP] Via CV and interview
Knowledge <ul style="list-style-type: none"> knowledge of church worship/ministry ^[L]_[SEP] knowledge of the Church of England – worship, ministry and structures ^[L]_[SEP] 	Desirable Desirable	Via church reference and interview Via reference and interview
Skills and competencies <ul style="list-style-type: none"> excellent interpersonal and communication skills – written and oral ^[L]_[SEP] strong attention to detail ^[L]_[SEP] general office and clerical skills Excellent IT skills and accuracy^[L]_[SEP] strong planning skills with ability to work ^[L]_[SEP] autonomously and manage workload ^[L]_[SEP] excellent organisational skills ^[L]_[SEP] ability to work flexibly 	Essential Essential Essential Essential Essential Essential	Via reference and interview Via reference and interview Via CV, reference and interview Via CV, reference and interview Via CV, reference and interview Via reference and interview Via interview
Personal Attributes <ul style="list-style-type: none"> sympathetic to the Christian faith ^[L]_[SEP] experience of dealing with matters of confidentiality, sensitivity with compassion ^[L]_[SEP] ability to make decisions and take initiative motivated to deliver high quality output ^[L]_[SEP] ability to manage the unexpected ^[L]_[SEP] 	Essential Essential Essential Essential Desirable	Via reference and interview Via reference and interview Via reference and interview Via reference and interview Via interview