



## **Parish Administrator**

### **Job Description**

#### **Purpose of Role**

The role of Parish Administrator is to provide administrative assistance to the Associate Minister, Staff Team and wider church. The Parish Administrator will also oversee the smooth running of the church office. This will entail the setting up and maintaining of various administrative systems, such as record keeping, management of hall bookings and data management. This role is key to the church's relationship with the wider community and the smooth running of pastoral services.

#### **Key Relationships**

- Associate Minister and Staff Team
- Church Wardens and PCC members
- Volunteers and the wider church

#### **Main Responsibilities**

##### **Administrative Support**

- Be a first point of contact for visitors to the church, deal with enquiries by phone, post and email.
- Arrange internal meetings, such as Pastoral Team and Safeguarding meetings, as requested by Team leaders.
- Reply to correspondence on behalf of the Associate Minister as directed.
- Ensure the efficient running of the church office, ordering supplies and stationery as required.
- Provide administrative support to the Staff Team where necessary.
- Co-ordinate with the Bishop's office as necessary.
- Assist the Pastoral Team and Safeguarding Teams with administrative support where required.
- Produce documents/publications as required for effective communication with the church as directed by the Associate Minister, including publicity for services and events.
- Produce the weekly email newsletter and distribute.
- Maintain and update the church website.
- Assist the PCC Secretary with the compilation of the Annual Report and running of the APCM.
- Work closely with Church Wardens, PCC Treasurer and PCC Secretary when required to ensure obligations are fulfilled.
- Ensure all statutory legal documents are displayed correctly and are up to date.

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### Occasional Offices and Services

- Work with the Associate Minister to ensure all legalities are complied with in relation to Baptisms, Weddings and Funerals.
- Liaise with Wedding couples to ensure publication of Banns of Marriage and assist the Associate Minister with the Wedding process, ensuring the appropriate certificates are completed.
- Liaise with funeral directors to ensure that funerals and burials of ashes are dealt with in a sensitive manner with care for bereaved families.
- Ensure the Burial Register and Baptism Register are kept up to date.
- Keep an accurate record of Diocesan Fees and ensure the timely return of the Diocesan Quarterly Fees Return, ensuring the Treasurer has the correct information.
- Assist with the organisation of services as requested by the Associate Minister, and help facilitate major festivals such as Christmas and Easter.
- Collate orders of service and relating documentation for services and events as necessary.
- Work flexibly within the church seasons, recognising the times of year when activity increases and assist the Associate Minister, Staff Team and PCC to maintain the smooth running of the church.

### ChurchSuite Database

- Maintain the church database, ChurchSuite.
- Manage the modules within ChurchSuite to ensure compliance with GDPR
- Assist in the preparation and circulation of Rotas and update service information accordingly.
- Maintain the church Calendar, ensuring it is kept up to date and that information is accurate.
- Manage all hall bookings, both internal and external.
- Manage hirers, making sure invoices are sent and hire fees are collected.
- Keep an overview of all bookings, ensuring that clashes do not occur and vulnerable groups are protected.
- Manage Staff Team leave

### General

- Ensure the church office and church are kept tidy.
- Maintain appropriate levels of confidentiality.
- Be sensitive to situations and act accordingly.
- Show initiative and be pro-active in improving administration and communication within the church.

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## Person Specification

Criteria	Essential	Desirable	Assessment
Experience of working in an office environment	✓		
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Good working knowledge of IT systems such as Microsoft Office	✓		
Experience of using on line software such as databases (training will be given)		✓	
Some computer graphics experience		✓	
Experience of updating websites		✓	
Good organisational skills	✓		
Willingness to learn new skills	✓		
Previous success in working as a member of team in a professional environment	✓		
Good communication and interpersonal skills	✓		
High degree of accuracy and attention to detail	✓		
Able to work to a high degree of confidentiality	✓		
Experience of dealing with sensitive situations	✓		

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Criteria	Essential	Desirable	Assessment
Ability to work proactively and without direct supervision, using initiative when appropriate	✓		
Flexibility to work out of normal office hours on occasion	✓		
Be fully supportive of the work and mission of All Saints Church	✓		
Be sympathetic to the Christian ethos of the work of the Church	✓		

## Terms and Conditions

- Permanent part time, employed by All Saints Highertown PCC
- Based at All Saints Church Office
- Working Days: Monday – Thursday
- Working Hours: 12hrs per week (rising to 16hrs per week as required)
- Salary: £10.50 per hour
- Leave: 25 days (Pro-rata) plus Bank Holidays and the period between Christmas and New Year
- Pension: Church of England Pension Scheme
- Probation Period: 6 months