

Parish Administrator Job Description

Job Purpose:

The Parish Administrator will play a key role in the day-to-day running of the parish. The three main areas of responsibility are:

- To provide administrative support to the Vicar and ministry team, and to the church wardens, especially during the interregnum period
- To take overall responsibility for the smooth running of the parish office
- To be the premises manager for the church building.

Information about St Paul's can be found on the website <http://www.stpaulswimbledonpark.org.uk/>

Main duties and tasks

The following tasks form the main duties of the role. Where agreeable with the parties concerned, the execution of tasks may be delegated to volunteers who are part of the congregation at St Paul's, however in this circumstance, the parish administrator retains overall supervisory control of any delegated tasks.

- Office administration
 - Manage incoming correspondence (email and letters)
 - Organise and maintain filing and record keeping (electronic and paper-based)
 - Keep office in good order
 - Co-ordinate the ordering of paper and other supplies
- Parish Communications
 - Handle telephone and e-mail enquiries and greet visitors; being a first point of contact for new enquirers
 - Maintain Parish congregation contact lists and use them to circulate messages as required to specific groups via post, email, texts, and social media e.g. WhatsApp, Twitter, Facebook.
 - Ensure all internal notice boards are tidy and up to-date with only relevant material displayed; maintain up to date photos of committee members
 - Update the Parish website with information and photographs; upload the weekly pewsheet and sermon to the website
 - Assist as necessary in the production and distribution of "Parkside Post" and other Parish-wide communications.
- Pastoral administration
 - Deal with requests for Baptisms, weddings (including organisation of banns) and funerals
 - Print booklets for occasional services and replenish booklets for regular worship services
 - Organise the production and printing of the weekly pew sheet and any additional notice sheets
 - Update weekly prayer lists for the sick and for any bereavements
 - Maintain welcome cards, welcome letters, gift aid forms, standing order forms
 - Assist as necessary in the circulation of church rosters for services and events
- Parish business
 - Administration and support of church bookings, including facilitating use of the church by opening and locking up, or delegating this to a specified person, coordinating volunteers to set up chairs, stage or sound facilities where needed.
 - Liaise with the Community Centre about booking processes including joint hirings of the church and community centre rooms.
 - Provide administrative support to the Vicar, Assistant Minister, and church wardens and, especially during the interregnum, to visiting preachers
 - Where requested by PCC secretary, to take notes of PCC meetings, type and distribute them to the chair and secretary for approval
 - Duplicate papers for PCC meetings; ensure papers are emailed out to PCC members
 - Co-ordinate the production of the Annual Report, obtaining contributions from people and compiling the report
 - Assist in the arrangements for the Annual Parochial Church Meeting and PCC meetings
 - Ensure appropriate statutory returns are made for the Registration of marriages
 - Work with the Parish Treasurer to assist in bookkeeping and record administration
 - Assist as necessary in maintaining the electoral roll documentation and database
 - Maintain church diary and church bookings diary. This is currently manual but will be electronic in future.
- Fabric administration
 - Work with the Fabric Committee to provide administrative assistance in handling works to the buildings, including providing access for agreed works
 - In collaboration with the church wardens, organise regular fabric inspections of gas/electricity/ lightning conductor/ etc., liaising with the Community Centre where necessary
 - Monitoring and maintaining the church microphone system (eg. changing mic batteries)
 - Reporting fabric problems and contacting the appropriate persons
 - Manage the record of keyholders
 - To act as first point of contact for the lodgers at 90 Augustus Road including holding a set of keys and liaising with maintenance contractors as instructed by the Church Wardens.
- Any other actions which can reasonable be requested by the line manager

Terms of employment

The role will be located on the premises of St Paul's church, probably in an office within the community centre, which has telephone and internet connections, and access to a photocopier.

- The post will be for a fixed term of one year, with a possibility of renewal. The terms of employment will be subject to review after the end of 6 months.

- **The post is part-time with a fixed number of hours per week (between 8 and 12 hours, to be negotiated), spread over at least 3 days.**
- Attendance for two regular half-days per week, one being a Friday, will be essential. Some of the remaining work can be carried out at home. Flexibility to attend on other days for functions or to let in contractors, including the occasional weekend and/or evening meeting, will be helpful.

- Payment of £12.50 per hour.
- Between 8 and 12 paid half-days of annual holiday, depending on the agreed number of hours per week, in addition to paid public holidays which fall at normal working times.
- Access to membership of an appropriate Pension Fund if required.
- 3 month probation period
- Notice period of one month by employee and/or employer
- Line management will be initially via the Vicar and then via a Church Warden during the interregnum

Person Specification

Essential

- A committed Church of England member with a sympathy for and ability to respect the aims and values of St Paul's.
- Good office skills, including good IT skills (proficient using MS Word, MS Excel, and MS Powerpoint).
- Good communication skills, written and oral, with the ability to represent the church as a friendly and helpful organisation.
- Good organisational skills
- Initiative and the ability to work alone
- An ability to work well with a variety of other people

Desirable

- Member of St Paul's congregation
- Knowledge of the Church of England worship, ministry and structures
- Experience of working in a small office.
- Experience of creating and uploading on-line web pages
- Familiarity with using social media.
- Familiarity with databases and mailing systems e.g. mailchimp.
- Experience of premises management
- Local knowledge of the area, community and events

Application procedures

The deadline for applications is 23:45 on September 11th, 2017

Applications should be in the form of a letter explaining why you want the job and what knowledge, skills and experience you can bring to it, together with an attached CV. These can be posted or e-mailed to Margaret Brown: margaret.brown@kcl.ac.uk; 34 Girdwood Road, Southfields, London SW18 5QS. Please e-mail or ring (020 8789 4344) with any queries or for any further information.