

## **Parish Administrator Role Description**

<b>Employed by:</b>	The Parochial Church Council of the Ecclesiastical Parish of St Thomas and St Nicholas, Bedhampton in the county of Hampshire.
<b>Hours:</b>	Part-time 20 hours, 9am-1pm Monday to Friday (some flexibility).
<b>Pay</b>	£10.16/Hour
<b>Holiday:</b>	5 Weeks (pro rata)
<b>Work Location:</b>	Parish Office, St Nicholas' Church, Belmont Grove, Bedhampton, Havant, Hampshire, PO9 3PU (some flexibility).

### **Purpose of appointment**

- To be an effective centre for coordination, information, communication and administration in the church office.
- To be the public face of the church and represent Christ throughout the week, dealing with the general public and their enquiries.

### **People connections**

- To be directly responsible on a day-to-day basis to the line manager (Rector) or in their absence the Wardens.
- To be a welcoming face to visitors to the church office.
- Liaise and provide previously agreed support to Parish Safeguarding Officer.
- Liaise and provide previously agreed support to PCC secretary.
- Liaise and provide previously agreed support to Parish Treasurer.
- Liaise with volunteer teams (e.g. Vergers, Magazine, Baptism, Toddler group).
- Liaise with regular and ad-hoc hirers (e.g. Scouts, Guides, Slimming World).
- Liaise with funeral directors.

## **Main responsibilities**

### **Administrative tasks**

- Be responsible for the day to day running of the church office.
- Perform administrative tasks as requested by the Clergy and Wardens.
- Deal with written/email/telephone enquiries and direct to other persons as necessary.
- Order and store stationery/office supplies as required.
- Photocopying as requested by the Clergy and Wardens.
- Write occasional letters and emails as requested by the Clergy.
- To be the second point of contact for safeguarding.
- Undertake occasional assistant duties for the line manager such as proof-reading.
- Undertake any other duties that may reasonably be requested by your line manager.

### **Occasional offices**

- Ensure effective administration of marriage requests from initial enquiry to register/return entries and certificates and to liaise with other relevant persons. Also to arrange for Banns of marriage to be paid for, read and certificates issued.
- Ensure effective administration of Baptism requests including the preparation of registers and certificates.
- Ensure effective administration of bookings for Funerals (arranging organist, verger).
- As necessary provide quarterly returns for the Diocese.

### **Services**

- Produce and distribute the weekly notice sheet (email & hard copies).
- Produce and distribute orders of service for special events (e.g. Baptism, Christmas).
- Distribute children's and young people's group material to leaders.
- Prepare rotas in conjunction with the line manager.
- Update copyright online records.

### **Venue bookings**

- Maintain the church diary and ensure effective administration of bookings relating to all rooms within the venues.
- Arrange for someone to unlock/lock.

### **Communication**

- Update the church website, calendar, etc (training provided).
- Update social media (training provided).
- Maintain church people database (training provided).

## **Person specification**

### **Essential**

- Excellent organisational and communication skills.
- Strong attention to detail.
- A warm, friendly and welcoming personality.
- Understands confidentiality and professionalism.
- Excellent IT skills.
- The ability to work under pressure.
- Can do attitude.
- Open to training and learning new skills.
- This post is subject to a satisfactory DBS criminal record check.
- Enthusiasm for the spread of the Christian faith and The Kingdom of God.
- There is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.
- There is an expectation that this role will grow as the parish grows. Therefore the individual will need to be flexible enough to adapt as the role grows and changes.

### **Beneficial**

- Familiarity with Microsoft Office Suite (Outlook, Word, Excel).
- Familiarity with Google Suite (Gmail, Calendar, Docs, Sheet).
- Previous administration experience.
- Understanding of Church of England's parish, deanery and diocese structure.

## **Support and training**

- Attend appropriate training courses as approved by your line manager.
- Attend Diocesan administration and IT/communications training days/events.
- Regular access to the line manager.
- Regular meetings with Wardens and the line manager.
- Annual '360' reviews and feedback.

## **Further information**

- Closing date for applications 30th April 2019.
- Anticipated interview date 24th May 2019.
- Anticipated start date 24th June 2019 (some flexibility).
- The application form for this role description is available at [www.Bedhampton.church/roles](http://www.Bedhampton.church/roles). A curriculum vitae is not an acceptable substitute.
- For more information or an informal conversation please contact the Rector, Max Cross on [Max@Bedhampton.Church](mailto:Max@Bedhampton.Church) or 023 9245 0955.
- Applications to be sent to [Max@Bedhampton.Church](mailto:Max@Bedhampton.Church) or to The Rector, Parish Office, St Nicholas' Church, Belmont Grove, Bedhampton, Havant, Hampshire, PO9 3PU.