

Job Description

Job Title:	Parish Administrator St Mary the Blessed Virgin, Addington
Reports to:	The Churchwardens and The Vicar
Hours:	12 hours per week (three half days 9am – 1pm / 1pm – 5pm) A degree of flexibility is possible around hours.
Pay:	£13.85 per hour (The London living wage)

Job summary:

Undertake the day-to-day administrative operations of the church.

Support the ministry work of the Vicar and the Ministry team.

Project a polite and professional image of the church as the first point of contact for all enquiries.

Manage hall bookings.

Job Responsibilities:

Office management and general administrative services

1. Provide administrative support to the Vicar and the Ministry Team.
2. Ensure that the relevant church records are kept up to date.
3. Order supplies for church ministry including stationery, office, Communion supplies, etc.
4. Oversee the maintenance of equipment in the church office and comply with any service and maintenance contracts held by the parish (e.g.piano/organ tuner and inspections, fire appliances, boiler inspection, electrical testing, telephone, insurances, wi-fi, and utilities).
5. Oversee the licences needed for performances.
6. Review and implement procedures to ensure clear, efficient and effective office operations.

7. Act as first point of contact for the tenants of the Curate's House – necessary works required and renewal, where appropriate, of contracts. Pass such issues to the Buildings and Equipment Committee

Administrative support for the Vicar and Ministry Team

1. Provide administrative support to the Vicar and Ministry Team.
2. Ensure the accurate provision of service booklets and occasional sheets.
3. Manage copyright licences.
4. Co-ordinate and advise on arrangements for occasional offices: baptisms, weddings and funerals.

Parish Communications

1. Act as the first point of contact for all enquiries by phone, email, or from the website, ensuring they are dealt with politely, professionally and followed up by the appropriate action.
2. Manage all parish correspondence, including post, emails and answerphone.
3. Send out the weekly mail chimp notice sheet and prayer list.
4. Maintain the address book containing all useful contacts in the event of a computer failure.
5. Ensure both internal and external noticeboards are kept tidy and up-to-date.
6. Photocopy material where necessary.
7. Liaise with the website manager to ensure the website is kept up-to-date.

Management of Premises and Lettings

1. Manage regular and ad hoc lettings.
2. Keep an up-to-date list of all hirers.
3. Pass relevant information to the treasurer for the payment of lets.
4. Liaise with the cleaners to ensure they have relevant access – dependent to an extent on hirers – and sufficient relevant supplies.
5. Maintain accurate records of all key-holders.

General Conduct

Confidentiality

1. In the course of these duties you will be handling sensitive information and you are expected to respect people's privacy and act appropriately.

Health and safety

1. Undertake risk assessments for work activities.
2. Report potential risks.
3. Advise if there is a need for training to update knowledge and skills.

Equality and Diversity

1. Act in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with current legislation.
2. Respect the privacy, dignity, needs and beliefs of all with whom you come into contact in the course of your duties.
3. Behave in a manner which is welcoming, non-judgemental and respects the circumstances, feelings and rights of all.

Personal and Professional Development

1. Participate in an annual performance review with the Churchwardens / Vicar.

Quality

To strive to maintain the quality of service offered to the church and the local community

1. Alert the Churchwardens / Vicar to issues of quality and risk.
2. Assess personal performance and take responsibility for your own actions, either directly or under supervision.
3. Contribute to the effectiveness of the team by reflecting on your own and the team's activities and make suggestions as to how their performance could be improved.

4. Work effectively with individuals in the Ministry Team and the Church Officers.

Communication

1. Communicate effectively with the Vicar, Ministry Team and Church Officers.
2. Communicate effectively with external contacts.
3. Recognise people's needs for alternative methods of communication and respond accordingly.

Terms and Conditions

The detailed terms and conditions will be contained in the post holder's Contract of Employment. The salary will be £13.85 per hour and paid monthly in arrears by direct transfer. The salary will be reviewed annually in April.

There will be a six month probationary period with a three month review. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period, one week's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro rata (equivalent to 12 days for 12 hours per week). Leave should be arranged at least a week in advance with the PCC / Churchwardens / Vicar, bearing in mind the particular demands of preparing for major church festivals.

Providing the post-holder has informed the Churchwardens / Vicar within seven days, and provided they are off sick for four consecutive days, they will be eligible for statutory sick pay for the days they would have worked, except for the first three. These days are called waiting days. The post-holder must provide a fit note if they are off sick for more than seven days.

The Churchwardens / PCC / Vicar will review regularly with the post-holder their duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Church Wardens and Vicar and will only be agreed in exceptional circumstances. It will be paid at the hourly rate.

We would ask the post-holder to undertake an Enhanced DBS check.