

## Parish Administrator - Role description

### MAIN PURPOSE:

**To create a welcoming and efficient operations base for the church by**

- Providing a friendly, first point of contact for all members of the public
- Organising a welcoming operations base/resource centre to further the mission of the church
- Supporting and encouraging staff and volunteers, resourcing them in a proactive and practical way
- Supporting communication between the different teams within the church, and our external communication into the local community
- Supporting the ministry team, churchwardens and volunteers ensuring that they are resourced practically and administratively.

### REPORTS TO:

Your employer is the PCC of St George and St Paul. The Vicar will line manage your day-to-day working, and you will be further supported by the Churchwardens and chair of the PCC HR team.

### JOB LOCATION:

Parish Office, Church Street, Tiverton, EX16 5HU. Occasional working from home by prior arrangement

### HOURS:

30 Hours per week, to be worked over 5 days including 1 hour on alternate Sundays 10-11am. Occasional out of hours by negotiation.

### SALARY AND BENEFITS:

The PCC and vicar are committed to providing a working environment where you will feel encouraged and supported, and where structures are in place to regularly review workload. We are committed to providing all necessary training both in an induction period and as part of an ongoing employment and have a generous employment package that includes annual leave allowance and sick pay (on completion of probationary period). The salary for this post is circa £18954 and we are committed to paying all staff the living wage and reviewing salaries annually.

### KEY PRIORITIES:

#### **Office Base**

- Reflecting our Christian values in every interaction with the public
- Responding to unexpected interruptions whilst staying calm and organised

- Being proactive in supporting the vicar, churchwardens and wider ministry team in their areas of service
- Creating an area and atmosphere that is welcoming and resources the wider church in its mission

### **Data collation and processing**

- Updating Churchsuite, the church database collating and reporting on parish statistics, completing Church Copyright Licencing International returns, administration of the Electoral Roll and ensuring GDPR compliance

### **Finance**

- Working with the treasurer as required which may include bookkeeping, processing expenses and cashiering

### **External church communications**

- Updating the church website, social media channels, YouTube and 'A Church Near You' database

### **Premises (St Paul and St George)**

- Oversight of the lettings of both churches and their rooms
- Programming heating
- Purchasing supplies
- Support with Health & Safety issues
- Management of contracts

### **Managing and delivering the elements needed for the weekly worship service**

- Co-ordinating the preparation of AV screens
- Preparation of the weekly notices

### **Safeguarding Admin Support**

- Provide administrative support for the safeguarding team
- A point of contact for Disclosure and Barring Service (DBS) processing
- Assisting volunteers with online training

### **Liaising with Volunteers**

- Assisting with preparation and communication of life events
- Rota preparation
- Answering questions and facilitating the wider church team of volunteers wherever possible

This is not an exhaustive list of duties, and you may be expected to perform different tasks as required by the overall objectives and vision of the church.

Person Specification		
	Essential	Desirable
<b>Qualifications, skills and abilities</b>	<p>A high standard of numeracy and written English - A Level's (or equivalent) qualification or proven experience.</p> <p>Proven competency in the use of ICT, particularly the use of Microsoft Office 365.</p> <p>A methodical approach, demonstrating attention to detail.</p> <p>The ability to work independently, in a small team and as part of a larger team for specific events.</p>	<p>Safeguarding training equivalent to Exeter Diocese foundation level.</p> <p>A working knowledge of GDPR.</p> <p>An understanding of basic bookkeeping</p> <p>An understanding of health and safety legislation/requirements in an office situation</p> <p>Business/community group use of social media</p> <p>Experience of using Wix, Canva, Pro presenter and/or ChurchSuite.</p>
<b>Experience</b>	<p>At least two years of working in administration.</p> <p>Experience of working to deadlines demonstrating the ability to prioritise.</p> <p>Familiarity with Church language and systems</p> <p>An understanding of the Christian faith and the ability to respect these beliefs and reflect those values in your working practice</p>	<p>Working in a church environment</p> <p>Working with volunteers and encouraging them to get involved and facilitating their participation.</p>
<b>Personal qualities</b>	<p>The ability to build and maintain effective working relationships</p>	<p>An active Christian faith</p>

	<p>with colleagues and church members</p> <p>Excellent communication skills with the ability to communicate with people from a range of ages and a variety of backgrounds.</p> <p>High level of integrity and understanding of the need for confidentiality</p> <p>Flexible approach to working and able to remain calm in a busy environment</p>	
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