

# **Role Description – Parish Administrator**



## **Role Context**

*St. Mary's church is the Church of England parish church in Kingsclere village centre. The role will be based in our dedicated church office in the Village Club on George Street, and will involve travel to the church, vicarage and occasionally other locations locally.*

## **Role Purpose and Objective**

*As Parish Administrator, you will have oversight of our office systems and processes, using them to ensure the smooth running of the church. We hope you will also be looking for opportunities to increase our efficiency wherever possible.*

*This is a vital role for the life of the church, working closely with our Vicar, ministry team and church council to facilitate their ministry.*

*There are multiple stands to the role, so having the ability to multi-task is essential. You will report to the Vicar, with additional oversight provided by a member of the PCC (church council).*

## **Role Responsibilities**

- *Manage our church database, ensuring all information is up to date and accurate, ensuring best GDPR practice is adhered to. This includes oversight of the church calendar, managing any external bookings around the needs of the church.*
- *Be the administrative face of the church by responding to general email and telephone enquiries.*
- *Produce the volunteer serving rotas for all our services (welcome, refreshments, readers, etc.)*
- *Oversee the administration of weddings, baptisms, funerals and burials with pastoral sensitivity. This includes, but is not limited to, ensuring the correct legal process is followed (marriage license or banns, burial & cremation certification); preparation & submission of documentation; invoicing; liaising with Funeral Directors and grave diggers, and processing memorial applications.*

- Assist with the administration of the church finances, including, but not limited to, paying our bills, preparing cash to be banked, preparing VAT & Gift Aid claims, producing payslips and year-end HMRC paperwork.
- Ensure the church website is up-to-date and functioning correctly.
- Assist with the weekly publication & distribution of the church e-newsletter and any other church-wide communications.
- Assist with the production of presentation slides for our services and posters for noticeboards.
- Produce & submit monthly service information for the village magazine.
- Complete and submit the quarterly service returns and the annual Statistical data to the Diocese.
- Assist with the production and distribution of the APCM (annual council meeting) papers & reports, and the church Charity Commission details are updated.
- Maintain the ordered filing, both paper & electronic, of all church documents, including PCC reports & minutes; Safeguarding documentation; policies, and risk assessments.
- Oversee the ordering and stock management of refreshments consumables, communion supplies, and stationery.
- Complete in-person or online training as required.
- Attend a weekly meeting with the Vicar.
- Any other reasonable administrative tasks that from time to time present themselves.

### **Competencies**

	<i>Essential</i>	<i>Desirable</i>
<b>Professional Skills &amp; Experience</b>		
<i>Highly organised and able to prioritise and juggle a busy workload.</i>	Y	
<i>Excellent communication skills, impeccable written English.</i>	Y	
<i>Great attention to detail.</i>	Y	
<i>Competent in the use of Microsoft Word, Excel &amp; PowerPoint</i>	Y	
<i>Able to learn &amp; use multiple pieces of software.</i>		Y
<i>Financial reporting understanding.</i>		Y
<i>Knowledge of the Church of England and its practices and structures.</i>		Y
<b>Personal Attributes</b>		
<i>High degree of integrity &amp; confidentiality.</i>	Y	
<i>Self-motivated with a “can-do” attitude.</i>	Y	

## **Additional Information**

Working Hours: 16 hours per week, Monday to Thursday.

Working pattern: To be negotiated (e.g. 2 days of 8 hours).

Pay rate: £14 per hour.

Leave Entitlement: 96 hours per year, inclusive of bank holidays.

Pension Provision: 3% employer contribution, 5% employee contribution.

Principal Workplace: The Church Office, Kingsclere Village Club, George St, Kingsclere.

Occupational Requirement: Due to this position holder representing the church to members of the public, this role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1 of the Equality Act 2010.

This will be demonstrated by a commitment to supporting the Church of England Statement of Faith.

Safeguarding: The role will be subject to an enhanced DBS check.

The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and be aware of relevant policies and procedures, statutory legislation and guidance, and to complete all required training.

Physical Demands: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The ability to stand, walk, sit, and climb stairs.
- The ability to lift and carry objects up to 15 kgs.
- The ability to work in a variety of environments, including indoors and outdoors.