# The Parish of Christchurch

# Job Description

# Role: Parish Office Administrator

**Reporting To: Chief Operations Officer**

**Purpose of Role**

The role of Parish Office Administrator is to provide administrative assistance to the Clergy, Staff Team, Volunteers and the Parish. The Parish Office Administrator will also oversee the smooth running of the church office. This will entail the setting up and maintaining of various administrative systems, such as record keeping, management of hall bookings and data management. This role is key to the church’s relationship with the wider community/Diocese and the smooth running of pastoral services.

# Key Relationships

* Clergy
* Chief Operations Officer and Staff Team
* Churchwardens and PCC members
* Volunteers and the Parish/Diocese.

# Main Responsibilities

Administrative Support

* Be a first point of contact to the Parish to deal with enquiries by phone, post and email.
* Arrange internal meetings, such as Diary meetings, as requested.
* Reply to correspondence on behalf of the Clergy as directed.
* Ensure the efficient running of the Parish office, ordering supplies and stationery as required.
* Provide administrative support to the Staff Team where necessary.
* Assist the Pastoral Team with administrative support where required.
* Produce documents/publications as required for effective communication within the church as directed by the Clergy, including publicity for services and events.
* Produce the pastoral letters and distribute via electronic mailing.
* Assist with the compilation of the Annual Report.

Occasional Offices and Services

* Work with the Clergy to ensure all legalities are complied with in relation to Baptisms, Weddings and Funerals.
* Liaise with Wedding couples to ensure publication of Banns of Marriage and assist the Clergy with the Wedding process, ensuring the appropriate certificates are completed.
* Assist with the organisation of services as requested by the Clergy.
* Collate orders of service and related documentation for services and events, as necessary.
* Work flexibly within the church seasons, recognising the times of year when activity increases and assist the Clergy, Staff Team and PCC to maintain the smooth running of the church.
* Maintain the church Diary, ensuring it is kept up to date and that information is accurate.
* Take Church bookings, both internal and external.
* Keep an overview of all bookings, ensuring that clashes do not occur and vulnerable groups are protected.

General

* Maintain appropriate levels of confidentiality.
* Be sensitive to situations and act accordingly.
* Show initiative and be pro-active in improving administration and communication within the Parish.

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| **Criteria** | **Essential** | **Desirable** | **Assessment** |
| Experience of working in an office environment |  |  |  |
| Experience of working in a Parish office or similar environment |  |  |  |
| Good working knowledge of IT systems such as Microsoft Office |  |  |  |
| Experience of using online software such as databases (training will be given) |  |  |  |
| Some computer graphics experience |  |  |  |
| Experience of updating websites |  |  |  |
| Good organisational skills |  |  |  |
| Willingness to learn new skills |  |  |  |
| Previous success in working as a member of team in a professional environment |  |  |  |
| Good communication and interpersonal skills |  |  |  |
| High degree of accuracy and attention to detail |  |  |  |
| Able to work to a high degree of confidentiality |  |  |  |
| Experience of dealing with sensitive situations |  |  |  |

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| **Criteria** | **Essential** | **Desirable** | **Assessment** |
| Ability to work proactively and without direct supervision, using initiative when appropriate |  |  |  |
| Flexibility to work out of normal office hours on occasion |  |  |  |
| Be fully supportive of the work and mission of the Parish of Christchurch. |  |  |  |
| Be sympathetic to the Christian ethos of the work of the Parish |  |  |  |

# Terms and Conditions

* Permanent part time,
* Based at Priory House, Quay Road, Christchurch
* Working Days: Monday – Friday
* Working Hours: 25 hours per week 09.30 – 14.30
* Salary: £15.00 per hour
* Leave: 20 days (Pro-rata) plus Bank Holidays
* Pension: Church of England Pension Scheme
* Probation Period: 6 months