

# ROLE DESCRIPTION

<b>Job Title:</b>	Church Administrator
<b>Location:</b>	The Parish Office, St Leonard's Centre, Oakley, Hampshire, RG23 7ED.
<b>Responsible to:</b>	The Parish Administrator will be employed by the Parish of Oakley and Wootton (Church of England) and will report to the Rector.

## Terms of Employment

<b>Contract:</b>	Permanent contract
<b>Hours:</b>	28 hours a week. 28 days annual leave, plus Bank Holidays Flexible working, including some evenings and weekends
<b>Probation Period:</b>	3 months
<b>Salary Range:</b>	£18,000 to £23,000, dependent on qualifications and experience
<b>Pension:</b>	NEST pension: 5% employee's contribution, 3% employer's contribution
<b>Key Relations:</b>	Rector, Church Staff Team, Parochial Church Council (PCC), Parish Finance Team, St Leonard's Centre Hirers

## The Role

The Church Administrator is responsible for providing the administrative and operational support that enables the smooth running and operation of the Church and the St Leonard's Centre. The Church Administrator role is an established one and is at the centre of a busy parish and the St Leonard's Centre is a lively community hub.

The Church Administrator will be part of the church staff team and will work with volunteers within the church community to coordinate church activities and ensure they operate smoothly for the benefit of parishioners.

## Key Duties and Responsibilities

### Administration

- Being the warm and engaging 'face of the church' and primary point of contact for the community, referring contacts to the appropriate teams and lead staff members in the church
- Ensuring that there are allocated individuals on rotas for church services, resolving gaps and encouraging new members to get involved in rotas
- Being the primary administrator of ChurchSuite, promoting its use, recruiting new contacts and maintaining rotas and the church calendar. This will also involve using reporting features and identifying new uses of the software.
- Being the point of contact and administrator for occasional offices (Weddings, Baptisms and Funerals)

- Supporting the clergy team to enable preparations and services run smoothly
- Keeping registers and issuing certificates
- Administering and managing the collection of fees and submitting the quarterly return to the Diocese
- Ensuring that services have an appropriate team of vergers, car parking attendants, AV operators and musicians
- Printing service sheets and booklets as required
- Ensuring that there are sufficient church supplies of:
  - Elements for Holy Communion
  - Candles and candle lighters
  - Stationary
- Providing administrative support to the Parish Safeguarding Team

## **Operations**

- Ownership and maintenance of the central church calendar
  - Pro-active management of the calendar and maintenance of the 'grid' which is the forward plan for services
  - Flagging and resolving potential clashes and when there is a need for communication
- Supporting the Rector with forward diary management, alerting potential clashes, discussing priorities and agreeing appropriate responses
- Scheduling meetings as required, setting time and location and ensuring that the required people can attend

## **Communication**

- Maintaining church notices and broadcast church communications on:
  - Physical notice boards
  - The parish website (in collaboration with the website team)
  - The weekly Welcome Sheet (alongside the Welcome Sheet editor)
  - Social media (with the social media team)
- Monitoring Social Media traffic relating to the church and, through consultation, providing appropriate responses on behalf of the church

## **Centre Management**

- Daily opening the St Leonard's Centre and ensuring a welcoming and hospitable environment for all Centre hirers
- Resolving any immediate issues with the Centre facilities (e.g. cleanliness, maintenance)
- Promoting the Centre and its facilities to potential hirers
- Management of Centre booking lifecycle from initial enquiry through to final invoicing
- Working with the parish Buildings and Grounds Team to oversee contracts including:
  - Fire, Electrical, and Lift inspections and any follow up work
  - General maintenance, keeping a log and agreeing priorities
  - Monitoring fuel oil levels
- Managing and overseeing Centre and Church cleaning

- Ensuring that there are sufficient supplies in the Centre for:
  - Catering supplies (tea, coffee, biscuits etc.)
  - Cleaning products and equipment
  - Office supplies

## **Governance**

- Serving as the PCC Secretary
  - Working with the leadership team to prepare the agenda and collate the papers for PCC meetings
  - Preparing the first draft of PCC minutes
  - Attending PCC and PCC Standing Committee meetings (in evenings, about once a month)
  - Attending the Annual Parochial Church Meeting, preparing notices, the agenda and the minutes

# PERSON SPECIFICATION

	Essential	Desirable
Faith		<p>Regularly engaging with church activities including church services</p> <p>Mature Christian faith, exhibiting the fruit of the Holy Spirit</p> <p>Understanding of Church of England systems and structures</p>
Experience	Experience in an administrative or operational management role	<p>Experience of church administration at parish, deanery or diocesan level</p> <p>Experience in facilities management</p>
Attention to Detail	Accurate in written documentation and verbal presentation including legal documentation (related to occasional offices)	
Personal Qualities	Team player, able to encourage and empower voluntary support, able to work in situations with competing priorities	
Communications	Strong communicator able to use a variety of styles to record actions, promote church activities and encourage involvement	Marketing skills and experience
Technology	<p>IT competency with a confidence in acquiring new technological skills using independent personal development</p> <p>Excellent skills in MS Word, PPT and Outlook</p> <p>IT competency in hardware including wifi, laptops, projectors and printers/photocopiers</p> <p>Competency in use of social media</p>	<p>Excellent skills in all MS Office applications</p> <p>Experience of using ChurchSuite</p> <p>Experience of using social media in a professional environment</p>

	Essential	Desirable
Safeguarding	Awareness of the importance of safeguarding	Experience in operating within safeguarding policies in a Church environment
Management of Confidentiality	Experience of and commitment to maintaining the very highest standards of personal confidentiality and record management	Experience and understanding of managing confidentiality within a church environment.

## General Requirements of the Post

- Satisfactory references, ideally including Church Minister/Leader.
- Satisfy current nationality and immigration requirements.
- Able to meet the travel requirements of the role.
- Satisfactory Enhanced Disclosure from the Disclosure & Barring Service (DBS) to be processed for successful applicant prior to commencing the post.
- In addition to any safeguarding training previously completed, the successful applicant will be required to undertake the Diocese of Winchester's safeguarding training programme: *Basic Awareness, Foundations, Local Leadership, Safer Recruitment and People Management, and Raising Awareness of Domestic Abuse.*

## To Apply

The closing date for applications is **Friday 20<sup>th</sup> February.**

If you would like to discuss the role, then please get in contact with the Rector, Ben Kautzer, email: [ben@oww.church](mailto:ben@oww.church).

To apply, please send a copy of your CV and a covering letter to Mark Peryer, email: [mark@oww.church](mailto:mark@oww.church) by the closing date.