

<b>JOB TITLE:</b>	Parish Administrator
<b>JOB SUMMARY:</b>	To support the vision and ministry of St Matthew's Church by providing excellent administrative support to the Church wardens and Staff team (and new Vicar once appointed).
<b>ACCOUNTABLE TO:</b>	The Churchwardens (and new Vicar once appointed)
<b>HOURS:</b>	20 hours per week Working hours/ days by negotiation
<b>SALARY OFFER:</b>	Up to £10,000 pa (£20,000 full time equivalent)
<b>TERM:</b>	12 months fixed (for subsequent review and possible extension)
<b>OTHER KEY RELATIONSHIPS:</b>	PCC St Matthew's Playgroup leaders Building Team Hall Hirers
<b>LOCATION:</b>	Parish Office, St Matthew's Church, Clare Road, Kingsdown, Bristol, BS6 5LT

## **KEY RESPONSIBILITIES**

### **1) Office Management and General Administrative Services**

- a. Provide general administrative support to the churchwardens and staff team and in due course to the new vicar (once appointed)
- b. Administer the church diary, arranging appointments and setting up meetings when requested
- c. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees)
- d. Order supplies for church ministry including stationery, office, communion supplies, etc
- e. Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the parish, (e.g. Piano/Organ Tuner and inspections, Lift Inspection, Alarm services, Fire Appliances, Boiler inspection)
- f. Assist with the purchase of office equipment
- g. Maintain petty cash record
- h. Ensure a safe and clean working environment within the office
- i. Review and implement procedures to ensure clear, efficient and effective office operation
- j. Provide administrative support to St Matthew's playgroup, in close liaison with management committee and play group staff (with specified time limits)
- k. Encourage, develop and manage volunteers to assist with administrative and management functions

## **2) Parish communications**

- a. Manage all parish correspondence, including post, e-mail, and answerphone;
- b. Ensure internal and external notice boards are kept tidy and up to date
- c. Assist with the production of parish publications including the weekly printed notice sheet and term card (print, fold, compile) etc, and the production and circulation of the e-bulletin
- d. Produce, maintain and circulate St Matthews address book and cycle prayer
- e. Co-ordinate occasional parish mailings, including printing and distributing Easter and Christmas leaflets
- f. Co-ordinate production of the parish's Annual Report in preparation for the Annual Parish Meetings
- g. Assist with keeping the parish website up to date
- h. Act as first point of contact for all enquiries whether in person, or by phone, post, e-mail etc; ensuring they are dealt with politely and professionally and followed up by appropriate action
- i. Provide administrative support to the Vicar for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.

## **3) Administrative Support for Worship & Safeguarding**

- a. Provide administrative assistance to the Vicar and worship team
- b. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling folding etc.
- c. Maintain and coordinate rotas for worship including intercessions, readers, wardening, lay assistants for communion, sides-persons, welcomers etc
- d. Manage copyright licence applications and requirements
- e. Coordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism (e.g. bells, organist, vergers, hall, invoicing, baptism card, candle etc)
- f. Support and encourage volunteers working in church premises and gardens
- g. Maintain safeguarding training records for staff and volunteers and organise regular safeguarding training through the Diocesan Safeguarding Team.
- h. In liaison with the Parish Safeguarding Officer and Children, Families & Youth Minister, ensure that all volunteers in eligible roles, have up to date DBS clearance.

#### **4) Management of premises and lettings**

- a. Manage regular lettings, including collecting and giving regular feedback to tenants, ensuring an on-going constructive dialogue
- b. Manage ad-hoc lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements
- c. Collect rental from regular and ad-hoc lettings
- d. Update, issue and enforce lettings contracts
- e. Manage and resolve any conflicts relating to the use of premises
- f. Ensure the premises are clean, tidy and safe for all users including ensuring recycling and rubbish collection
- g. Overseeing the cleaning contract and advising building committee of any issues
- h. Purchase sufficient materials and equipment for cleaning
- i. Advise the PCC on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing
- j. Promote unused space and market letting opportunities
- k. Maintain accurate records of key holders

#### **5) Building maintenance and development**

- a. Communicate effectively and regularly with the Buildings Committee about the state of the premises, maintenance requirements, health and safety concerns etc
- b. Provide administrative support to the Buildings Committee including record keeping, communication with contractors, payments
- c. Oversee insurance requirements and act as main point of contact with insurers

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) Check

#### **SPECIAL NOTES AND CONDITIONS**

None

#### **NOTES AND CONDITIONS**

The postholder will be expected:

- To be supportive of the Christian objectives and ethos of St Matthew's Church.
- To comply with terms and conditions of service.
- To adopt a flexible approach to changing patterns of work including times where there is a requirement to work outside normal office hours and undertake such other duties as are consistent with the job purpose.
- To promote best practice in meeting the requirements of Health and Safety legislation and comply with other relevant statutory legislation.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect.
- To ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of St Matthew's Church.
- To act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to St Matthew's Church Safeguarding policy is an essential requirement of all employees as is participation in related mandatory/statutory training

- To undertake such other tasks as may be reasonably requested by the post-holder's direct line manager.

#### **GENERAL NOTES**

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Churchwardens or Vicar. St Matthew's Church PCC reserves the right to make changes to your job description following consultation.

#### **SAFEGUARDING**

St Matthew's Church is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese of Bristol Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required.

## PERSON SPECIFICATION

Requirement	Essential or desirable?	How assessed?
<b>Qualifications</b> <ul style="list-style-type: none"> <li>degree or diploma</li> </ul>	Desirable	Via CV
<b>Experience</b> <ul style="list-style-type: none"> <li>experience of working in similar role</li> <li>experience as a team or project leader, supervision of staff or volunteers</li> <li>experience of church ministry/mission</li> <li>experience of premises management</li> <li>general accounting/payroll experience</li> <li>experience of accounting software</li> </ul>	Essential Desirable  Essential Desirable Desirable Desirable	Via CV and interview  Via church reference and interview Via CV and interview
<b>Knowledge</b> <ul style="list-style-type: none"> <li>knowledge of church worship/ ministry</li> <li>knowledge of the Church of England – worship, ministry and structures</li> </ul>	Essential  Desirable	Via church reference and interview
<b>Skills and competencies</b> <ul style="list-style-type: none"> <li>excellent interpersonal communication skills – written and oral</li> <li>strong attention to detail</li> <li>general office and clerical skills</li> <li>confident IT skills</li> <li>strong planning skills with ability to work autonomously and manage workload</li> <li>excellent organizational skills</li> <li>ability to work flexibly</li> </ul>	Essential  Essential Essential Essential  Essential Essential Essential	Via CV and interview
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>sensitive listener</li> <li>experience of dealing with matters of confidentiality, sensitivity with compassion</li> <li>ability to make decisions and take initiative</li> <li>motivated to deliver high quality output</li> <li>ability to manage the unexpected</li> <li>enjoy learning and new experiences</li> </ul>	Essential  Essential  Essential Essential Essential Desirable	Via church reference and interview