

JOB DESCRIPTION for Parish Administrator at St Giles' Church, Exhall

Location	Parish Office (at the Church Hall) of St Giles' Church, Exhall CV7 9GZ
Salary	£5,250 pa for 12 hours per week (approx. approx. £8.40/hr £15,300 pro rata for 35 hrs)
Hours	Part-time, 12 hours per week Mon-Thurs 9-11.30 am, plus 2 further hours
Reports to	Vicar and Churchwardens
Date Revised	25 th July 2017

At St Giles' Church, Exhall we aim to be a safe, inclusive and supportive community, living life fully, where no one feels alone. We seek to show God's love by welcoming people of all ages and backgrounds, and connecting with our community through friendship, kindness and support, especially with those with practical, spiritual or social needs.

Job Purpose

The role of Parish Administrator is to support the vicar and others in running the life and work of St Giles' Church, which serves Exhall and Ash Green. St Giles' is a busy church, with 4 services every Sunday and over 250 members.

The appointee will be a key player in the staff team. To run the church office effectively you will need to be organised, have an ability to write well, be familiar and competent with Microsoft Office applications (Word, Excel, PowerPoint, Publisher etc) and social media (Facebook).

You will also need to be good with people and confident working mainly alone.

The role is based mainly in the parish office.

Key Relationships

- Vicar of St Giles' Exhall
- Children & Families Development Worker
- Churchwardens

Key Responsibilities

- To work at the centre of church life – running the church office as a communications hub where questions are answered and information is recorded and disseminated.
- To provide administrative support for worship – Making sure that everything is ready for Sunday and weekday worship (eg service sheets, rotas, liaising with visiting clergy etc)
- To receive reports and messages re equipment and maintenance of church premises, and relay them to churchwardens for attention as appropriate.
- To maintain a schedule/diary for annual servicing eg of gas boiler, church clock, fire safety devices, PAT testing etc; and liaise with the relevant churchwarden to ensure servicing is done.
- Church communications – this includes producing the weekly pew sheet, managing notice boards, dealing with post, e-mails and phone calls.
- Dealing with the administration relating to baptisms, funerals and weddings eg ensuring Registers and other paperwork is done in a timely manner.

- Church website & social media – Inputting and uploading information to the church’s website and Facebook social media account.
- Office Management and General Administration – this includes running an easily navigable filing system (both online, and in the filing cabinet), monitoring office supplies, arranging meetings, overseeing maintenance of office equipment.
- Accident & Incident Book – Monitoring and escalation of incidents entered as appropriate.
- Administrative support – Providing administrative support to vicar and churchwardens, and carrying out other tasks they may ask you to do.
- Liaising with churchwardens and vicar in making regular returns to diocese, register office etc

Person Specification

Criteria	Essential	Desirable
An active Christian faith.		√
Open and sympathetic to Christian faith: the administrator works at the hub of a Church community.	√	
Our administrator will be a good listener, able to deal with difficult personalities and circumstances appropriately and with sensitivity. They will be able to respect matters of confidentiality.	√	
Strong on initiative; self-motivated.	√	
Strong attention to detail and an ability to prioritise.	√	
Ability to work alone in consultation with the vicar and manage own time.	√	
An understanding and knowledge of church worship and ministry, and the structures of the Church of England is vital. [An appointee who does not have these will need to be a good at learning on the job!]	√	
Computer literate and competent in using modern IT applications such as Microsoft Office applications Word, Excel, Publisher and PowerPoint.	√	
Competent in using and uploading information to social media platforms such as Facebook.	√	
Aware of the legal requirements to do with Data Protection.	√	

Additional Notes

Safeguarding requirements: for purely administrative roles a DBS check is not needed. But the Administrator will be required to undergo basic Safeguarding training.

This post is subject to a **3-month probationary period**.