

JAMES WOODSIDE HORSFORTH

Church Office and Parish Centre Administrator

Main Purpose

To manage the administration function of the church and parish centre so that our systems are working well, and the use of parish centre is optimised. To ensure that the administration function at St James' effectively supports our aspiration to share God's abundant blessing with those in the church and wider parish.

Accountability

The Church Office and Parish Centre Administrator will be employed by and accountable to the Parochial Church Council (PCC). Day to day contact will be with the Vicar.

Principal Terms and Conditions

- 12 hours per week over three to five days Monday to Friday (to be agreed with the successful candidate);
- Salary £5,616 to £6,402 per annum depending on experience (£17,550 to £20,000 full-time equivalent);
- Holiday entitlement 6 weeks pro rata;
- There will be a probationary period of 6 months;
- This post requires an enhanced DBS disclosure.

Key Responsibilities

General

- Develop and maintain a good working knowledge and understanding of the church's overall ministry, its history, its membership and groupings, its vision and purpose, its current events programme, its staff and its buildings;
- Provide a part-time church office and parish centre reception facility, ensuring people are dealt with politely, efficiently and never let down by lack of appropriate response; respond to email and voicemails passing on information as necessary.

Church Office Administration

- Oversee the administration of the church office and ensure that paper and electronic systems properly support services and other activities. This includes the production and communication of rotas, maintaining and archiving records, maintaining the church calendar, copyright licensing and developing and maintaining procedural manuals;
- Oversee the church office equipment (computers, printers, copiers, telecoms, etc.), ensuring proper maintenance, monitoring leasing arrangements, checking PAT testing, paying software subscriptions and instructing volunteers in proper use;
- Ensure that all maintenance contracts are running correctly, and oversee all service and maintenance visits for the church's heating, electrical equipment, organ tuning, fire safety equipment, etc., handling minor matters as appropriate and reporting immediately to the Vicar/ Church Wardens any significant actions that are necessary and any concerns over health and safety;
- Be responsible for ordering and holding supplies for church, office and parish centre;
- Prepare presentation slides (PowerPoint) and liturgical software (Easy Worship) for services under the direction of the Ministers;
- Edit and produce the weekly newsheet in both print and web versions;
- Produce the quarterly magazine and ensure distribution;
- Update the church website each week with relevant changes;
- Be responsible for the church directory, programme cards, online database, production of annual reports, content on scrolling screens at services, notice-boards and other means of internal communication;
- Produce to schedule promotional print including Christmas and Easter leaflets for distribution, working alongside others who decide on content and design;

Parish Centre Administration

- Be the first point of contact for hirers, potential hirers and users in person, by phone and by email, offering advice and information as the representative of the church;
- Oversee lettings contracts, performance licences, insurances, security, key-holding, negotiation of fees where permissible and all billing and payment of invoices;
- Optimise the use of the parish centre with the aim of serving the local community and generating income for the PCC;
- Manage all lettings to avoid unnecessary conflicts of usage, overbooking, or any irregularities, resolving any difficulties with grace and firmness;
- Ensure all risk assessments and statutory requirements are completed and updated as necessary;
- Coordinate key holding arrangements and opening/ locking up.

Person Specification

	Essential	Desirable
Personal Qualities		
Good understanding of church life and organisation.	X	
Willingness to work within the authority structures of the Church of England.	X	
Ability to handle, with competence, a demanding and varied workload.	X	
Ability to establish strong working relationships with colleagues and volunteers.	X	
Excellent communication skills.	X	
Excellent self-management and time management.	X	
Complete confidentiality and trustworthiness.	X	
Skills /Experience		
Competent use of Microsoft Windows and Office 365.	X	
Excellent numeracy and literacy skills.	X	
Organisational ability	X	
Experience of using cloud resources such as Microsoft One Drive.		X
Experience of using Easy Worship or other liturgical software.		X
Experience of dealing with cash, standing orders, direct debits and invoices.		X
Other		
Willing to undergo enhance DBS disclosure.	X	