

Job description

Details of the job

Post title:	Parish Administrator
Salary:	£13.23 per hour (5% above Living Wage Foundation hourly rate)
Hours:	6 hours per week
Location:	Flexible / Team Office, St David's Church
Reports to:	Team Vicar

Overall purpose of the post

Kingsthorpe Team Ministry is made up of three Church of England churches in the Parish of Kingsthorpe, Northampton. It operates as one single entity and registered charity (the Parochial Church Council, or PCC) and a single team of clergy and trustees are responsible for the running of all three churches.

Working closely with the clergy, churchwardens, PCC officers and our dedicated team of parish volunteers, as our Parish Administrator you will play a vital role in supporting the smooth running of our parish.

This diverse and rewarding role involves creating and maintaining effective administrative systems and ensuring clear communication within the parish and the wider community. You will be a key point of contact for a wide range of people, including those enquiring about weddings, baptisms, and funerals.

Principal responsibilities

1.	Serve as a central point of contact for church members and external enquirers, offering a welcoming presence and directing queries appropriately, including for baptism and wedding enquiries.
2.	Maintain the parish diary and act as a communications hub by keeping the team informed and publicising parish events via the website, social media and weekly newsletter.
3.	Support financial processes by raising invoices; monitoring receiving and chasing payments; and forwarding incoming invoices for relevant authorisation and payment.
4.	Create and produce digital and printed materials such as service booklets, seasonal service sheets, flyers and invitations.
5.	Prepare official documents, including certificates for weddings, baptisms and funerals, and assist the wider parish team with formal documentation such as annual reports, parish profiles and electoral rolls.
6.	Keep accurate parish records including contact details, mailing lists, registers, and electoral rolls, ensuring compliance with data protection regulations and retention policies.

7.	Manage the procurement of church and office supplies and oversee the maintenance and usage of office equipment.
8.	Regularly review administrative systems and processes, identifying and acting on opportunities to improve and/or simplify them in collaboration with relevant stakeholders.
9.	To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and other IT systems and applications.
10.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11.	To ensure the health, safety and welfare of yourself and others at all times and comply with the policies and procedures relating to safeguarding, health and safety within the parish. This will require attending relevant training as and when required and undertaking a DBS disclosure.
12.	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, these tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by: **(A)** Application or CV, **(T)** Test, **(I)** Interview

ATTRIBUTES	ESSENTIAL CRITERIA	MEASURED BY
Experience and Knowledge	<p>Proven experience in undertaking, developing and improving administrative processes within the context of a complex organisation, reliance on volunteers and operating within a regulatory compliance framework. An understanding and awareness of the specific requirements of working within the Church of England would be advantageous.</p> <p>Working understanding of data protection principles and demonstrable commitment to good data handling practices.</p> <p>Experience of working with sensitive information and to high standards of confidentiality where required.</p> <p>Experience of website and social media content editing.</p>	<p>A, I</p> <p>A, I</p> <p>A</p> <p>A, T</p>
Ability and Skills	<p>Proficient with Microsoft Office 365 applications to produce high-quality communications, documentation, presentations and spreadsheet record keeping.</p> <p>Ability to work with good attention to detail and to a high level of accuracy.</p> <p>Excellent interpersonal skills. Able to communicate clearly and effectively, both verbally and in writing.</p> <p>Able to build and manage positive working relationships with colleagues, internal and external stakeholders.</p> <p>Excellent organisation skills with the ability to plan, prioritise and manage multiple tasks whilst responding flexibly to changing circumstances.</p> <p>Able to work independently and on own initiative to complete appropriate actions without direction or instruction from others, whilst identifying where appropriate escalation is required.</p> <p>Commitment to continuing professional development, undertaking training where required to maintain good practice in operational standards, for example in data protection and safeguarding.</p>	<p>A, I, T</p> <p>A, T</p> <p>A, I, T</p> <p>A, I</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I</p>

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK and DBS disclosure.