

# Job Description

## Parish Office Administrator

### Background

*St Peter's Church is part of the Cringleford and Colney benefice under the leadership of Revd Graham Wilkins, incumbent and rector, Revd John Wigfield, Assistant Priest and Revd Charlotte Eagles, curate. The church is part of the Church of England Diocese of Norwich and is registered as a charity.*

St Peter's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent for promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St. Peter's Church, Church Hall Centre, and the grounds on which they stand on Newmarket Road, Cringleford. The role of Parish Administrator supports the PCC in this responsibility.

### Ethos and Values

The mission statement for St Peter's is 'Sharing God's love in the community' and as such the parish office plays an important role in supporting the mission.

*We expect all employees to be sympathetic and supportive of the aims and ethos of the Church of England, whether or not there is an Occupational requirement for the role.*

### Purpose of the role

To provide administrative support to the parish by taking responsibility for routine administrative tasks, and being a first point of contact for enquiries during agreed office hours. The job holder will work under the supervision of the incumbent and churchwardens but will be expected to work extensively on their own initiative. If required, we offer hybrid working but you would be expected to work from the office on the incumbents day off which is usually Friday or other days as required.

### Key working relationships

<b>Line manager</b>	Rector/Churchwardens
<b>Internal</b>	PCC Members, Clergy, Licensed Lay Ministers, Various Church Groups.
<b>External</b>	Key contacts at Norwich Diocesan Board of Finance, Local Community Church Hall Users (not members of the various Church Group)

Application Deadline: 12 Noon on the 18<sup>th</sup> of February

Interviews: Monday 9<sup>th</sup> of March

Start Date: Tuesday 5<sup>th</sup> of May

Please Email your CV and Covering Letter to [church.cringleford@tiscali.co.uk](mailto:church.cringleford@tiscali.co.uk)

For an informal conversation please contact the Revd. Graham Wilkins on 01603 458467

## Main duties and responsibilities

- Effectively support the administration requirements of the church including reporting, monitoring, record keeping, communications and diaries
- Effectively support the administration of events e.g. weddings, funerals and baptisms
- Provide excellent customer service to all who contact the church including answering the phone, responding to emails, reporting, monitoring, record keeping, communications and diaries
- Communicate by phone, email and in person with Clergy, PCCs and other individuals to ensure they receive the information they need in a timely, helpful and professional way.
- Giving information to parishioners and members of the public regarding services, events, baptisms, weddings and funerals etc.
- Support the PCC Secretary with circulation of agendas, papers and minutes of meetings
- Prepare routine correspondence including forthcoming event notifications and the subsequent distribution of this e.g. Church or parish newsletters, weekly/monthly notice sheet. Preparation, copying and circulation of information on marriages, baptisms etc
- Maintaining an effective diary system for all regular Church Hall User Groups and 'one off' bookings and preparing invoices for regular groups and one off bookings ensuring monies due are collected and banked on a regular basis
- Preparing (in conjunction with the incumbent) and distributing the monthly service rotas
- Maintaining the Diocese Quarterly returns-ensuring all statutory fees received for wedding/funerals/memorials are recorded correctly and monies due to the diocese are paid
- Coordinating and organizing various contractors for Church and Hall e.g. cleaning, maintenance, repairs, fire & health and safety
- Prepare monies for banking and monthly schedule of receipts received
- Receiving and checking all invoices received for church or Hall supplies/services and liaising with Treasurer on payment
- Preparing monthly bank pay-in slips and schedule of banking transactions relating to all Church and Church Hall related income
- Updating and maintaining the church website
- Monthly salary-ensuring monthly salary input on the HMRC database and all reporting is completed in a timely manner as well as any tax/NI due to HMRC is paid on a quarterly basis
- Ensure all statutory notices as required are displayed in the church and the church hall
- Undertake relevant safeguarding training or any other training as required
- Arrange servicing of fire/burglar alarms and other regulatory certification e.g. gas safety/electrical safety certificates
- Ensure compliance with the GDPR related policies in all administration and communications.
- Maintain the churchyard burial records
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
Proven experience in an administration role	X	
Proven experience of working in a finance/bookkeeping role		X
Experience of working within GDPR regulations		X
<b>Knowledge and Skills</b>		
Good communication skills, both written and verbal	X	
Excellent interpersonal skills and the ability to deal with people at all levels	X	
Attention to detail, accuracy and thoroughness in all aspects of the work	X	
Very organised with good administration skills	X	
Good knowledge of websites and social media		X
<b>Personable Attributes</b>		
Willingness to work on own initiative and be accountable with good attention to detail	X	
Discreet and reliable	X	
Calm and professional disposition	X	
Self-motivated, positive and enthusiastic	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich	X	

## Summary of Terms and Conditions

<b>Role</b>	Administrator
<b>Hours</b>	Part-time -15 hours per week including office time on a Friday Pay would be the National Living Wage of £12.71 per hour
<b>Annual Leave</b>	60 hours plus 8 public holidays
<b>Term</b>	Permanent. Probationary period will be 6 months.
<b>Notice Period for both employee and employer</b>	1 month notice during and after probation period
<b>Base</b>	Parish office located in St Peter's Church Hall
<b>Contract</b>	The contract of employment will be with St Peter's Parochial Church Council (PCC)
<b>Status</b>	The successful applicant will need to show proof of right to work in the UK and a basic/enhanced DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the PCC.