



Job Description

Parish Administrator

St Edmund's, Temple Hill and St Alban's, Newtown, are both part of Inclusive Church

Job title:	Parish Administrator
Salary:	£12,870 per annum
Contract duration:	Part-time continuous
Working hours:	22.5 hours per week, with a flexible working pattern to be negotiated.
Holidays:	4 weeks (<i>pro rata</i>)
Accountable to:	PCC and line managed by Priest-in-Charge
Location:	St Edmund's Church, Temple Hill and St Alban's Newtown

This post will be subject to an enhanced disclosure application to the Disclosure and Barring Service and basic safeguarding training will need to be undertaken

The role of the Parish Administrator is to support the priest-in-charge, Centre Co-ordinator and others in the day-to-day administrative life of our two Parishes, St Edmund Living Well, Temple Hill and St Alban's New Town. The Living Well is also a community centre and both churches see fostering strong community links as fundamental to their mission. The appointee will be a key player in our staff team.

Working alongside the Priest-in-Charge, Ministry Team and Centre Co-ordinator, their work will involve helping to run our church offices efficiently with the Centre Co-ordinator and working closely with her as some roles may be inter-changeable.

The person appointed will be an essential point of contact for all enquiries relating to the Parishes and the Centre. They will need to be confident working both in a team and alone, good with people and able to manage their own time effectively and efficiently.

The person appointed will be able to negotiate a flexible working week but will need to be willing to be based at either site for a roughly equal amount of their time.

Essential skills/ experience

Excellent communication skills, both verbal and written

Excellent MS Office skills, knowledge of Websites & Social Media. Able to be creative with Service Sheets, leaflets etc.

Administrative experience to include book-keeping, budgets and financial management.

Time management skills

Ability, after training, to be able to deal with the administration relating to baptisms, funerals and weddings and ensuring registers and other paperwork is completed in a timely manner.

Ability to deal sympathetically with people with varied requirements from booking a room, attending a class or who may be bereaved.

Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Open and sympathetic to the Christian faith	x	
Self-motivated with a flexible approach - able to work well as part of a team but also to manage own time	x	
An understanding of the importance of community relations and a willingness to form and sustain good relationships.	x	
An absolute commitment to confidentiality	x	
A willingness to support colleagues	x	
Knowledge and understanding of church worship and ministry, and some understanding of the structures of the Church of England. Or a willingness to learn.	x	
A good listener able to deal with enquiries and concerns with sympathy and care.	x	
A sense of humour and a sense of perspective		x
A good attention to detail	x	

Closing date for applications: Tuesday 11th May

Interviews will be conducted during the week beginning Monday 18th May

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