

# Job Description for Parish Administrator of Fairlight, Guestling and Westfield, and PA to the Priest in Charge

**Responsible to:** Priest in Charge

**Overall purpose:** to ensure that all administrative activities of the parishes are undertaken effectively and in line with the Churches vision and values, in order to facilitate their overall ministry.

**Location:** the post holder must live sufficiently near to Fairlight, Guestling and Westfield to be able to access all four churches and church offices in Fairlight and Westfield. Option available to agree on flexible working from home when access to these locations isn't necessary.

**Payment:** £9880.00 per annum rising to £10,836 from 1<sup>st</sup> April 2023.

**Working hours:** 20 hours per week.

**Holiday entitlement:** 5 weeks per annum pro rata.

## Key Responsibilities:

### 1. Office Management and General Administrative Duties

- a. Provide general administrative support to the Priest in Charge.
- b. Be skilled in IT and familiar with Word, Excel, and Power Point, to manage and use as appropriate for the general organisation of church administration, including meetings, diary, holidays, electoral roll, and rotas. Maintain Office 365.
- c. Liaise with volunteers on ordering supplies for church ministry including stationery, office, communion supplies, candles, palm crosses, etc.
- d. File and archive documentation in accordance with requirements and carry out an annual shredding of paperwork which no longer needs keeping in line with policy.
- e. Review and implement procedures to ensure clear, efficient, and effective office operation and ensure a safe and clean working environment within the offices.
- f. Create and maintain systems to bring the common areas of administration for three parishes together and train post holders to be able to access and use them.
- g. Create and maintain an electronic and physical folder of all forms used and ensure availability of supplies.
- h. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. register of baptisms; marriage banns, marriages, burials and records of fees).
- i. Liaise as necessary with the secretaries to the Parochial Church Council (PCC) Church Wardens, Safeguarding Teams, Electoral Roll Officers, and Diocesan Advisors at Church House.
- j. Manage bookings for users of church buildings/Hall.

### 2. Financial Responsibilities

- a. Raise invoices for fees for weddings, funerals, and ad hoc building bookings for BACS payments, copy in the Treasurers and liaise with them to ensure payment received.
- b. Maintain spreadsheet for Diocesan fees.
- c. As required to be a second signatory for cheques and BACS bank authorizations; have access to, and be able to use, internet banking on behalf of the churches.
- d. Maintain miscellaneous income records, liaise with Treasurer, and bank payments received.
- e. Assist Treasurers with the use and record keeping of Contactless Payments applications as required.
- f. Claim travel expenses.

### 3. Parish communications

- a. Act as first point of contact for, and log all general enquiries, ensuring people are dealt with politely and professionally and followed up by appropriate action.
- b. Manage all parish correspondence, including post, e-mail, and answerphone.
- c. Co-ordinate occasional parish mailings, including printing and bundling for distributing Easter and Christmas leaflets.
- e. Liaise with volunteers to produce publicity for church activities (e.g. Men's Breakfast, Alpha).
- f. Create, email, and post online church notices.
- g. Provide administrative support to the Vicar for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, organists, and vergers.

### 4. Administrative Support for Weekly Worship

- a. Distribute to team members the Sunday orders of service.
- b. To create Power points and produce large print copies for Sunday and other services, as required.

### 5. Other tasks

- a. Meet regularly with the Priest in Charge.
- b. Liaise with catering/hospitality teams over church events with food
- c. Undertake any other duties that may be reasonably required by the Priest in Charge, or whoever may be appointed to deputize for them.

In order to fulfil their duties, the post holder would need to be sympathetic to the Christian faith and have an understanding of the faith and church calendar appropriate to the key responsibilities.

This post holder will work within the parishes and therefore the successful applicant will be required to satisfactorily complete, and keep up to date, safeguarding training levels C0 and C1 online, and will be required to comply with the safeguarding policies and procedures of Fairlight, Guestling, and Westfield Churches.

## **Person Profile:**

In order to fulfil this role we will be looking for someone who is/has:

### **Skills, abilities and experience**

1. Excellent administrative skills.
2. Unquestionable ability to keep confidential information safe.
3. Ability to multi-task; excellent time-management skills.
4. Experience of working in a busy environment.
5. Computer literate, in both Office Word, Excel and Power Point.
6. Excellent interpersonal skills.
7. Excellent written communication skills.
8. Good level of numeracy.
9. Smart appearance when meeting people in person.

### **Personal qualities**

An approachable, open, calm, and efficient person with personal integrity, resilience and confidence who offers a warm welcome and treats others with respect.