

## CHURCH ADMINISTRATOR (PART TIME) JOB SPECIFICATION

### Job Title

Church Administrator

### Terms and Conditions

The post will initially be for 16 hours per week, worked over 4 days in the week. The precise working pattern to be agreed with the successful applicant, but must include Mondays, and attendance at the 9.15am staff meeting on Wednesdays.

The gross salary will be £8,000 per annum (which equates to a full-time gross annual salary of £18,500 per annum). The PCC as Employer will pay NIC and PAYE at source.

There will be a six-month probationary period, at the end of which there will be an appraisal. Thereafter appraisal will take place annually.

During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holiday entitlement is 25 days pro rata (20) plus statutory Bank Holidays. Leave should be arranged in advance with the Vicar.

### Location

The Church Administrator will work from the Church Office at St Nicholas' Church, Deptford Green.

### Line Management

The Vicar, as line manager, assigns work and manages the post holder.

### Purpose

To co-ordinate the efficient and smooth running of the church in conjunction with the Vicar, Churchwardens and PCC in line with Parish strategy and priorities.

### Application Procedure

Please send a CV and covering letter to: The Rev'd Steve Doel, Church Office, St Nicholas' Church, Deptford Green, London SE8 3DQ. Applicants should include the contact details of two referees. **The closing date for applications is Friday 19<sup>th</sup> June, 2009. Interviews will be held on Friday 26<sup>th</sup> June, 2009.**

## Person Specification

### Essential

- Excellent people skills
- Able to interact sensitively with a diverse range of individuals
- Excellent administrative skills and proven organizational ability
- Self motivated, proactive and willing to take responsibility
- Effective written and oral communication skills
- Able to maintain high levels of confidentiality
- Good working knowledge of Word, Outlook, Excel, email and the internet.
- Sympathy with the ethos, aims and mission of the church.
- Willingness to attend professional development and training courses

### Desirable

- Previous professional administration experience
- Familiarity with DTP applications such as Powerpoint, Photoshop etc

## Job Description

### (1) Communications

- To ensure the information on internal and external notice-boards and on the website is up to date
- To ensure the highest quality of reception and to respond promptly and appropriately to the telephone, email or personal callers
- To deal directly with enquiries regarding genealogy and heritage matters
- To take accurate messages regarding pastoral enquiries and to pass them on for the attention of the clergy

### (2) Operation of Parish Office

- To be responsible for the efficient and accurate operation of the Parish Office
- To maintain the Church Diary
- To handle incoming and outgoing mail, including large-scale mailings
- To record details from "new contact" cards and make available for Wednesday Staff Meeting
- To ensure production of Welcome Packs
- To prepare and ensure the distribution of PCC packs for PCC members (hard copies & digital versions)
- To administer all CRB Child Protection / Vulnerable Adult applications
- To ensure, in conjunction with the Vicar and the Electoral Roll Officer, that all necessary arrangements are made for the Annual Parochial Church Meeting:
  - To prepare electoral roll forms
  - To liaise with Electoral Roll Officer to ensure the annual production of an accurate Roll
  - To produce ballot papers
  - To prepare and ensure the distribution of APCM packs
- Prepare Banns certificates, and arrange for collection and payment
- To prepare Baptism certificates
- To write out the Marriage registers

### (3) Financial

- To undertake the weekly cash management tasks of the church, including the re-counting and banking all monies, and the preparation of the weekly income sheet for the Treasurer
- To prepare invoices for payment by the Treasurer

- To produce invoices for long-term tenants
- To manage the petty cash supply
- To carry out Gift Aid administration
- To complete the monthly return of fees for the Diocese
- To keep the Vicar's Relief Fund Cash-Book up to date, and manage the Annual Return
- To keep the *Fairtrade* cash book up to date
- To prepare invoices for Marriages, and to prepare payments for organists and vergers

#### **(4) Centre Management**

- To manage and ensure payment of Cleaners and Gardeners
- To oversee the work of external contractors, ensuring access and that work is being carried out to specification and to schedule
- To monitor the supplies required for the various activities taking place in the Church Centre, and to re-stock as necessary:
  - Office supplies
  - Kitchen and Bathroom supplies
  - *Fairtrade* stall
  - Supplies for Public Worship (including seasonal items for Mothering Sunday, Palm Sunday, Christmas)
- To arrange for meters to be read
- To manage the heating system in accordance with the church diary
- To arrange for annual checks (gas safety, fire extinguishers)
- To oversee all annual renewals and inspections, and develop and maintain a diary of these
- Maintain a list of keyholders and arrange for production of new keys as necessary
- To develop and manage a system for Hall Lettings, including:
  - The preparation and completion of contracts
  - The taking of deposits and payments
  - Organisation of Caretakers and Cleaners

#### **(5) Facilitation of Public Worship / Events**

- To contact all on rotas on Monday for the following Sunday and advise Vicar of any potential difficulties
- To produce the weekly notice sheet
- To engage organists / vergers for weddings

#### **(6) Other**

- To be ready to undertake other duties and special projects as assigned from time to time