



## **Church Administrator Job Description**

### **Euxton Parish Church**

We are looking for a gifted, experienced and skilled administrator to come and support our team at Euxton Parish Church on a flexible, part-time basis. The purpose of the role is to supervise and facilitate the day-to-day administrative operation of the church in close co-operation with the Vicar and the Officers of the church.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

Along with the Vicar and team, this post is key in enabling growth in the ministry and mission across the parish. As well as providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and speaking to a whole range of people, to booking special events and organising the day to day running of the administration, better enabling us to serve our parish.

This position requires professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, communication and interpersonal skills.

#### **Location & Hours**

The role is based in the office space at the Church Community Centre and occasional home working can be considered from time to time. The entitlement to working at home is non-contractual.

The role is initially scoped for 10 hours a week, ideally over 4 days, but we would consider over 3.

Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings (or specific overtime may be agreed in advance).

#### **Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary is £10.90 per hour (National Living Wage Foundation). Remuneration will be reviewed annually.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. 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.

Annual paid holiday entitlement is 28 days (pro-rata) including bank holidays. Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.

## **Main Duties & Responsibilities**

### **1. Office management and general administrative services**

- a. Provide general administrative support to the Vicar
- b. Administer the church electronic diary, arranging weddings, funerals & church visits.
- c. Assist with the preparation of statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. electoral roll, register of baptisms, marriage banns, record of fees)
- d. Order supplies for church ministry including communion supplies, etc
- e. Maintain and keep lists of church key holders for the church.
- f. Ensure our church policies are updated and regularly reviewed in conjunction with the PCC Secretary.
- g. Undertake any other duties which may reasonably be required.

### **2. Parish communications**

- a. Manage all parish correspondence, including post, e-mail, and answerphone;
- b. Assist with the production of parish publications including update emails and published materials.
- c. Update the church website and 'A Church Near You' platform.
- d. Produce relevant and regular social media posts on various platforms.
- e. Co-ordinate occasional parish mailings as and when required including electronic communications and printed items for distribution.
- f. Oversee promotion of all church events in the community and within church, including producing adverts and fliers as needed
- g. Co-ordinate production of the parishes Annual Reports in preparation for the Annual Parish Meetings
- h. Liaise with PCC secretary as and when needed regarding agendas, minutes and meetings.
- i. Act as a first point of contact for enquiries whether in person, or by phone, post, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action
- j. 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, etc.

### **3. Administrative Support for Worship**

- a. Ensure the accurate production & uploading of the service powerpoints.
- b. Collate our weekly dial-a-sermon service.
- c. Maintain and co-ordinate rotas for worship including intercessions, readers, lay assistants for communion, welcomers and cleaners, along with other rotas as required.
- d. Support the vicar in production of quarterly rotas for leading and preaching.
- d. Manage copyright licence applications and requirements
- e. Coordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism (e.g. bells, organist, vergers, hall, invoicing, baptism card, candle etc)

## Person Specification

Requirement	Essential or desirable?	How assessed (Application form or interview)
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a similar role</li> <li>Experience of church ministry / mission</li> </ul>	Essential Desirable	AF & I AF & I
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of church worship/ministry</li> <li>Sympathy with the aims, mission &amp; values of the Church of England</li> </ul>	Essential Essential	AF & I AF & I
<b>Skills and competencies</b> <ul style="list-style-type: none"> <li>Excellent interpersonal communication skills – written and oral</li> <li>Strong attention to detail</li> <li>General office and clerical skills</li> <li>Confident IT skills and literacy. Proficiency with using Microsoft Word, PowerPoint and Excel.</li> <li>Ability to use social media and website programs confidently</li> <li>Strong planning skills with ability to work autonomously and manage workload</li> <li>Excellent organisational skills</li> <li>Ability to work flexibly, including possibly some evenings</li> <li>Ability to work to deadlines and to work well under pressure</li> </ul>	Essential  Essential Essential Essential  Desirable  Essential  Essential Essential  Essential	AF & I  AF & I AF & I AF & I  AF & I  AF & I AF & I  AF & I
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>Experience of dealing with matters of confidentiality, being able to show sensitivity with compassion</li> <li>Ability to make decisions and take initiative</li> <li>Motivated to deliver high quality output</li> <li>Ability to manage the unexpected</li> <li>Enjoy learning and new experiences</li> </ul>	Essential  Essential  Essential Essential Desirable	AF & I  AF & I  AF & I AF & I AF & I

## Application Process

If you wish to apply for this post, please send your completed application form with a covering letter (outlining why you think you are suited to this post) to [Euxton.vicar@gmail.com](mailto:Euxton.vicar@gmail.com)

Timeline:

Closing date – 12noon Wednesday 31<sup>st</sup> May 2023

Interview – Wednesday 7<sup>th</sup> June 2023 (Afternoon)

Start in Post – as soon as possible

Any successful appointment is subject to satisfactory references. The person appointed would be required to undertake relevant safeguarding training.