

# Parish of St. Andrew Corbridge with St. Oswald Halton

## Part time Parish Administrator

### Job Description

#### Post

The Parochial Church Council of St. Andrew's Church Corbridge is looking for an administrator on a flexible, part-time, self-employed basis to support our ministry. The purpose of the role is to facilitate the day-to-day administrative tasks of the church in close co-operation with the Vicar.

This position requires the ability to work in an environment where multi-tasking, self-motivation and discretion are essential.

#### Core Tasks

- Administration connected with the effective running of the Parish.
- Administration connected with our church cottage.
- Welcome to enquirers with regard to baptisms, weddings and funerals.
- Communication and publicity
- Support to the Vicar as Area Dean

#### Applications

We are looking for our new Parish Administrator to be appointed as soon as possible. To apply for this position, please download the application form. The deadline for applications is **Friday 12<sup>th</sup> July** at noon. Interviews will take place on **Monday 22<sup>nd</sup> July**.

#### Detailed job description

##### Welcome

Act as the first point of contact in the Parish Office, dealing with post, email and telephone correspondence/enquiries in a timely manner

Referring any issues to appropriate member(s) of the Church leadership.

Handling enquiries and bookings for baptisms, weddings and funerals.

Selling events tickets.

Managing Cottage and Church Bookings.

##### Administration

Managing database.

Opening and distributing the post and replying where appropriate

Preparing weekly news sheet

Preparing and printing service booklets

Printing publicity information – including the monthly service calendar

Preparing and co ordinating some rotas liaising with others.

Providing secretarial support to the Vicar.

Preparing, printing and circulating the Annual report

Keeping Data Protection information up to date.

Keep table of fees up to date

Oversee the maintenance of Office equipment.  
Order office/cleaning/communion supplies.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.

## **Person Specification**

The Parish Administrator should have the following skills:

### **Essential**

A warm and engaging manner and able to relate well to people internally and externally  
Computer literate with sound experience of Office packages (Word, Outlook – including distribution lists, and electronic calendar, Excel and Publisher)

Excellent oral and written communication skills.

Able to follow instructions but show initiative and work independently while knowing when to seek guidance/assistance

Confident, versatile and able to manage a varied workload, ability to multi-task.

Ability to filter information and assess priorities as necessary

Excellent organisational skills and a keen eye for detail and deadlines.

Ability to exercise discretion in dealing with confidential or sensitive matters, in line with GDPR.

A commitment to the protection and safeguarding of children, young people and vulnerable adults.

In sympathy with, and supportive of, the aims and ethos of St. Andrew's Church.

### **Desirable**

Experience of managing facilities/room bookings

Experience of working with/for volunteers, perhaps in a church/charity setting

Beneficial to have a knowledge of the workings and structures of the Church of England.

These will be assessed through application form, interview and task.

## **Further Information**

### **Location**

The role will be based in the first-floor office in the church cottage of St Andrew's Church, Corbridge.

### **Terms and conditions**

#### **Hours and remuneration**

The Parish Administrator is appointed by the Parochial Church Council, but managed on a day-to-day basis by the Vicar.

**Working Hours** are 10 hours a week based in the church office. There will be flexibility in agreeing the distribution of the hours to fit in with your other commitments. Ideally 2 hours per week day mornings but this could be negotiable with the proviso that some hours must be worked on Friday to ensure all is in order for activities throughout the weekend. There may be the possibility of additional hours to support the Vicar in his work as Area Dean. There is no paid entitlement to holidays or sick leave.

**Pay will be** £14.00 per hour, payable in arrears, by bank transfer, at the end of each month on the receipt of an invoice. Any overtime needs to be agreed in advance with the Vicar and will be paid at the agreed hourly rate. As a self-employed worker, you accept responsibility for accounting to the appropriate authorities for any Income Tax and National Insurance charges arising from payments you receive from the Church.

**Leave** should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

There will be a three-month probationary period. During the probationary period one week's notice of termination of work will be required on either side. Thereafter, notice is one week for either party.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, concerns and opportunities for training.

### **Equality and Diversity**

The Parochial Church Council's aim is to treat all workers equally irrespective of race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin.

### **Health and Safety**

The parish and its staff are bound by the provisions of the Health and Safety at Work Act 1974 and any subsequent regulations arising from this Act. The post-holder will assist in promoting and maintaining their own and others' health, safety and security. If s/he feels that s/he has been the victim of verbal or other abuse, s/he will report it to the Parish Safeguarding Adviser.

### **Safeguarding & Confidentiality**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to report it immediately. The successful applicant will be required to complete an enhanced Disclosure and Barring Service (DBS) check and undergo Church of England safeguarding training. The post holder is obliged to maintain confidentiality, subject to the terms of the Parish's safeguarding policy.

