

Role: Church Administrator (Part time)
Church of the Good Shepherd w St Peter, Lee

Location: It will be necessary for the postholder to work both from home and also the office hub which will be based at the Church of the Good Shepherd in Lee. Flexibility will be required especially in the current climate.

Contract Type: Permanent

Salary: £13 per hour, £23,660 gross per annum (FTE)

Hours: 10 hours per week

Responsible to: The Churchwardens and Parochial Church Council of The Church of the Good Shepherd with St Peter, the employer

Supervised by: The Vicar (or churchwardens during absence)

Holidays: 20 days plus bank holidays

Job description

We are a parish with 2 church buildings – The Good Shepherd Church in Handen Road and St Peters Church in Weigall Road. Our ministry involves the management of both buildings and running events and services at both ends of the parish. The Church Administrator role involves leading on a variety of administrative tasks, supporting the Vicar and working alongside volunteers to ensure the smooth functioning of the parish. The key objectives of the role are to enable the Vicar to fulfil her call as our parish priest within the parish and to support the PCC in fulfilling their legal obligations as charity trustees.

The duties of the post are likely to change as we adjust to the evolving pandemic and the post-holder is expected to be flexible and work with the Vicar and churchwardens to help us keep our church open and accessible.

Specific Tasks that the successful post holder will be expected to undertake:

General administration for the church

- To deal with the administrative tasks related to the occasional offices e.g. baptisms, weddings and funerals. Manage and plan church diary of events and bookings, including a forward look with input from Vicar, Wardens and PCC.
- To keep a record of our risk assessments on our activities to reflect latest advice from Government and Church of England.
- To select and order office, cleaning and maintenance supplies and equipment as required for both church buildings and resources required to facilitate church activities as needed
- To provide general administrative support to the Vicar and churchwardens and other church officers for the management of church buildings, parish properties and annual inspections
- To provide administrative support to the volunteers who manage the church halls e.g. preparing and issuing contracts and ensuring all necessary documentation is held as needed
- To deal with safeguarding administration relating to the safe recruitment and training of volunteers

Organisation of church services

- To ensure that church rotas are managed and to circulate a reminder to contributors to services.
- To produce and print orders of service, special service sheets, PowerPoint slides and other internal documents as required
- To ensure the necessary copyright licenses are in place and up to date, and to return data as required
- Any other duties discussed and agreed as appropriate and necessary with the Vicar.

Media & Communication

- Work with the Vicar on ways to communicate with members of the parish and others in the community. Sending out regular e-newsletters or sending physical copies to those who prefer to receive them.
- To create and maintain the databases of parish members and contacts in compliance with GDPR requirements, liaising with committees as necessary.
- To develop and maintain the parish website, to update twitter and Facebook feeds regularly and specifically the diary of events – ensuring consistent and accurate information. Making use of a wide range of methods for advertising the work and activities of the church.

Person specification

Essential

- Excellent inter-personal skills, having the ability to deal with a wide range of people, including volunteers, with courtesy, tact and discretion.
- Competence in office management, with knowledge of Microsoft Office, including proven ability to use Word, Excel, and a willingness to learn how to use other software packages (e.g. Publisher, PowerPoint and Google Suite).
- A 'self-starter', being able to work without supervision, and prepared to suggest ways to develop the effective use of the resources of the parish.
- An eye for detail and a good eye for presentation and layout.
- A good knowledge of and ability to engage with social media.
- The post-holder will be at the core of our aim to serve the local community and must be in sympathy with our aims as a Christian organisation.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder. There will be a 6 month probationary period.

Our Parish Administrator will be issued with a church owned laptop for use when working from home and a mobile phone for making calls as part of the job.

How to make an application

Further information and the job description can be found on our website www.goodpeter.org.uk

To apply, please send us your CV with a letter stating why you think you would be suitable for this role. Email: warden.gs@goodpeter.org.uk Jo McCrone and Angela Stebbings, Churchwardens at the Church of the Good Shepherd w St Peter, Lee.

Closing date is October 19th, 2020. Interviews will be taking place on November 2nd, preferably in person but may be via Zoom