**Job Title**: Bi-Lingual Parish Administrator for Holy Trinity with Saint Matthew

Elephant and Castle

Hours: Full-time Mon-Fri, 35 hours a week

Contract: Three years, fixed term in the first instance

**Reporting to**: The Rector of St Matthew’s Church

**Job Purpose**: This post provides bi-lingual administrative support to the parish of St Matthew’s and the post holder will work closely with the parish priest and officers of the church (including the churchwardens and members of the PCC).

The administrator will be responsible for ensuring that the parish supports both its Spanish and English speaking congregation and communities, through the appropriate translation of documents and information, and through the ability to communicate in both languages to all involved in the parish.

**Responsible for:** A group of staff members which include a part time assistant parish administrator, cleaning staff, and caretaker

**Location:** The Parish Office (which is located within the premises of the Church) Meadow Row, London SE1 6RG

**Salary: £25,500**

The Parish Holy Trinity with Saint Matthew is a bilingual (English-Spanish) Church. Elephant and Castle is the home of a very varied population and the congregation of the parish reflects this diversity. We are a welcome and open minded Church with a strong sense of belonging and family.

The Parish Administrator works closely with the Rector, the Associate Rector and is also in regular contact with the Churchwardens and Safeguarding Officer.

The role of Parish Administrator is responsible for managing the Parish Office and the role covers a wide range of tasks, which fall roughly into the areas outlined below.

**Church Administration:**

* Dealing with confidential financial matters and copying sensitive documents
* Designing and producing weekly notice sheets, occasional orders of service, posters and leaflets to promote church activities
* Managing the administrative aspects of baptisms, weddings, funerals and other occasional services, and the maintaining of church registers
* Administrative support to the Rector and the Associated Rector
* Being the first point of contact for enquiries from the general public (phone, and email)
* Compiling papers for the Parochial Church Council (PCC) and Annual Parochial Church Meeting (APCM) and minute taking
* Producing parish communications e.g. Christmas leaflets, annual reports
* Acting as Data Controller for Parish records (Electoral Roll, database etc.) and ensuring that the Parish is compliant with GDPR
* Maintaining office stationery and equipment
* Updating the Church website
* Ordering supplies including Church requisites

**Premises management**

* Dealing with all bookings for Hall and the Church and updating the online diary with details of room hires
* Issuing invoices to users and ensuring invoices are paid on time
* Dealing with regular maintenance personnel and liaising with contractors
* Overseeing the cleaning contract for the premises
* Ensuring the security of the premises (particularly the issuing of keys) and compliance with health and safety requirements
* Attending Premises Committee meetings (daytime, monthly)

**Health and Safety**

* Work with the PCC to ensure that Health and Safety matters are fully complied with.
* Fire Safety
  + Ensure that there are adequate and appropriate fire extinguishers, that fire exits are kept clear, and that there is no build-up of materials that pose a fire risk.
  + Ensure that fire alarms are tested weekly and records kept.
  + Ensure that all fire extinguishers are in position and safety pins/devices are in position.
* First Aid
  + Ensure that first aid boxes are available in the appropriate places (list) Ensure contents are checked and updated regularly and replenished as necessary.
* Services Checks
  + In conjunction with the PCC, ensure that all electrical appliances and equipment are maintained and inspected regularly by a suitably competent person in accordance with the Electricity at Work Regulations.
  + Identify and inspect on a regular basis, taking into account the use of the equipment concerned, all electrical and transportable electrical equipment, flexible cables, plugs, sockets, connectors and extension leads for damage.
  + In conjunction with the PCC, ensure that all gas installations and appliances are maintained in a safe condition and fully serviced and all pipe work checked on an annual basis by a GAS SAFE registered contractor.
  + Maintain records of inspections and testing.

**Safeguarding**

* Support the Parish Safeguarding Officers with ensuring that processes are and procedures for activities involving Children and Young People, and Vulnerable adults, are carried out in accordance with the Diocesan and National guidelines
* To process the applications for DBS Disclosures through the on-line procedures, including arranging for ID checks, and supporting volunteers in the process for gaining these checks.
* To undertake the compulsory Safeguarding training for Parish Administrators / Parish Safeguarding Officers

**Security**

* Be responsible for the day to day security of the premises by ensuring all users are aware of the locking up arrangements, including the closing of all windows when vacating the buildings.
* Keep a log of all keys and key holders for the premises in accordance with the agreed arrangements.
* Ensure that buildings are left secure and tidy after bookings.
* Check that hirers treat the building in accordance with the bookings’ contract and report to the PCC any hirers who infringe booking conditions.
* Be aware of undesirable persons on the site and premises and take necessary action for their removal.

**Building Maintenance**

* Carry out regular checks of the premises (inside and out) and to bring to the attention of the PCC any damage or vandalism or misuse of the buildings.
* Carry out general repair and maintenance work.
* If necessary and as agreed by the PCC, employ external contractors to carry out repair and maintenance.
* Take particular care over Hall rainwater disposal; keep the hoppers clear of leaves.

**Other Duties**

* To carry out all duties in accordance with PCC Policies, e.g.: Safeguarding, IT and General Data Protection, and to undertake training when required.
* Carry out any other duties as instructed from time to time by the PCC.
* Keep a daily log of activities.

**Person specification**

**Essential**

* Bilingual (Spanish-English)
* A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff and Church officers, tenants, other regular contacts and volunteers
* Have good spoken and written language skills and an excellent telephone manner.
* Be able to guarantee confidentiality and discretion in relation to people and information.
* Excellent IT skills, especially Apple. Competent in MS Word, Excel, Outlook and PowerPoint and have the capacity to use the internet well as well as to learn other Parish IT systems
* Be well organised, used to managing conflicting demands, and be able to prioritise time and resources effectively, often within tight deadlines (which may mean being available at flexible hours).
* A capacity to work much of the time without supervision and the ability to handle multiple tasks and to work to deadlines
* Reliability and discretion in dealing with confidential or sensitive matters
* Sympathy with the aims of the Church of England.

**Desirable**

* Familiarity with updating websites using a content management system
* Have a practical understanding of the way parishes work or some other aspect of the workings of the Church of England
* An understanding of good practice in Safeguarding
* Knowledge of the General Data Protection Regulation (GDPR)
* Previous administrative experience

**It is a requirement of this role that a satisfactory Enhanced DBS check takes place before commencement.**

**DIOCESE OF SOUTHWARK**

**Bi-Lingual Parish Administrator**

Full time 35 hours per week

**Outline terms and conditions**

**Normal Place of Work**

The Parish Office of St. Matthew’s Church, (which is located within the premises of the Church) Meadow Row, London SE1 6RG.

**Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

**Length of contract**

The post is funded for a fixed term for 3 years

**Salary**

The post has the salary of £25,500 per annum

**Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

**Hours of work**

35 hours per week, Monday to Friday. There will be the occasional evening meeting for which time off in lieu (TOIL) will be given.

**Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years’ service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

**Pension**

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

**Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

**Termination of Employment**

During the six-month probationary period one week’s notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months’ notice.

**Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

**Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

**Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.