



JOB DESCRIPTION FOR PARISH ADMINISTRATOR

Role

We are looking for an experienced and skilled administrator to come and join St Margaret's Church, Lee, for an initial 6-month job-share contract on a flexible, part-time basis, to support our ministry and mission. The purpose of the role is to organise and facilitate the day-to-day administrative functions of the church, under the supervision of the Operations Manager, working alongside the Rector, Ministry Team, and Churchwardens.

Along with our Rector and staff team, this post is key in enabling growth in the ministry and mission at St Margaret's. In line with our vision of St Margaret's as a place 'Where Communities Meet' and 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. The post-holder will be office based and will be responsible for answering the phone and office door.

The role of Parish Administrator is to assist the Rector, the Operations Manager and the Parochial Church Council, which is the main governing committee of the church. The post-holder will be based in the St Margaret's Visitor's Centre on Brandram Road and will be supervised by the Operations Manager and current Parish Administrator on a day-to-day basis. They will also work closely with the Priest, and Ministry Team and be accountable to the PCC as the employer.

This position requires an exceptional degree of 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.

Context

The Parish of St. Margaret's, Lee, is located in northeast Lewisham, situated between Blackheath Village and Lewisham Centre. The parish incorporates some of Blackheath Village and leads down through Lee, with the boundary finishing in Lewisham. There is a wide diversity within the parish, from affluence to significant social deprivation, which is typical of this part of South East London.

St Margaret's currently has 120 people on the electoral roll and we have a diverse congregation containing many young families with links to the church school, as well as more senior members who are very active in our community. We are beginning to welcome new arrivals to our congregation through our outreach work, online services and activities. We are proud of the fact that the welcoming nature of our community draws people into our church membership from beyond the parish boundaries.

As of the end of July 2023, the parish will enter an Interregnum. The Parish Administrator will play a pivotal role in the smooth running of the parish during this transitional period.

Location and Hours

The role will be based in the church office based at the St Margaret's Visitor's Centre on Brandram Road, Lee. The role is for 11 hours a week, ideally spread over 3 days. Some flexibility in the distribution of the hours could be agreed.

Terms and Conditions

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

The salary will be £15/hour paid monthly in arrears by direct transfer. The gross annual salary range will be £8,580. This salary equates to a full-time gross annual salary range of £27,300. (based on a 35 hour week)

Probationary period: One weeks' notice of termination of employment will be required on either side during the first 6-weeks of the contract (the probationary period); thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata (for this post/hours this equates to 62 hours per year). Leave should be agreed in advance with the Operations Manager, bearing in mind the particular demands of preparation for major church festivals.

The Rector and Operations Manager will, in consultation with the post-holder, review the duties and responsibilities of the role and discuss development, common concerns and opportunities for training on a regular basis. During an Interregnum, the line management of the post will be overseen by the Churchwardens.

Overtime to be agreed in advance with the Operations Manager and Treasurer and will be paid at the hourly rate.

Key Responsibilities

1) Support lettings and hire activities

1. Respond promptly to hire enquiries for the church, crypt and halls
2. In consultation with the Operations Manager, issue hire agreements and related paperwork and forward completed agreements to the treasurer for invoicing and Operations Manager for staffing.
3. Facilitate viewings of our buildings for prospective hirers.
4. Keep up to date the church and halls lettings diary (google calendar)

2) Office Management and General Administrative Duties

1. Provide general administrative support to the Rector, Operations Manager and staff team.
2. Administer the church diary, arranging appointments and setting up meetings when requested.
3. Ensure a safe and clean working environment within the office.
4. Ensure that our GDPR procedures are up to date.
5. Order stationery and printer supplies
6. With the support of the Safeguarding Officer, maintain DBS records for staff and volunteers. Facilitate the application and ID checking process and be proactive in alerting individuals when renewals or applications are required.
7. With the support of the Safeguarding Officer, maintain safeguarding training records for staff and volunteers and be proactive in alerting individuals when training is required.
8. Assist the Treasurer and Operations Manager with the administration of the finance records (using Xero, training will be provided)

3) Parish communications

1. Manage all parish correspondence, including post, e-mail, and answerphone;
2. Ensure internal and external notice boards are kept tidy and up to date
3. Assist with the production of parish publications and the production and circulation of the e-bulletin Leeway (using MailChimp)
4. Design and print all publicity material (flyers, posters, banners, online adverts & social media posts) for services and events (using Publisher)
5. Advertise church events on our website, social media pages, and via local media channels
6. Maintain St Margaret's church members database (Excel)
7. Co-ordinate parish mailings, including printing and distributing Easter and Christmas leaflets

8. Co-ordinate production of the parish's Annual Report in preparation for the Annual Parish Meetings
9. Ensure the parish website and social media pages are kept up to date. (Twitter/Instagram/Facebook) and create content using Canva and Facebook Meta Suite applications.
10. Ensure 'A Church Near You' site is kept up to date.
11. Act as first point of contact for all enquiries whether in person, or by phone, post, email etc, ensuring they are dealt with politely and professionally and followed up by appropriate action.

4) Administrative Support for Services, Worship and Outreach

1. Provide administrative assistance to the Rector and ministry team
2. Attend the Ministry Team and other meetings as required.
3. Ensure the accurate production of service booklets and notice sheets including photocopying, stapling folding etc. and uploading to our website
4. Maintain and coordinate rotas for worship including intercessions, readers, welcomers, lay assistants for communion, etc.
5. Manage copyright licence applications and requirements
6. Coordinate and advise enquirers on arrangements for celebration services and provide administrative support to the Rector on all matters relating to weddings, funerals, baptism (e.g. bells, organist, vergers, bookings, registers, certificates, baptism card, candle etc.).
7. Deal with statutory documents, including statistical returns, registers, certificates and applications; ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees).
8. Order supplies for church ministry including stationery, office, communion supplies, etc.
9. Support and encourage volunteers working in church premises and gardens

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

Person Specification

Requirement	Essential or desirable	Assessed via
Qualifications <ul style="list-style-type: none"> ● degree or diploma 	Desirable	CV
Experience <ul style="list-style-type: none"> ● experience of working in similar role ● experience of church ministry/mission 	Essential Desirable	CV, references and interview
Knowledge <ul style="list-style-type: none"> ● knowledge of church worship/ ministry ● knowledge of the Church of England – worship, ministry and structures 	Desirable	references and interview
Skills and competencies <ul style="list-style-type: none"> ● excellent interpersonal communication skills – written and oral ● strong attention to detail ● general office and clerical skills ● confident IT skills including internet and social media applications ● strong planning skills with ability to work both autonomously and as part of a job share team to manage workload ● excellent organisational skills ● ability to work flexibly responding to changing needs 	Essential	CV and interview

Personal Attributes <ul style="list-style-type: none"> ● sensitive listener ● experience of dealing with matters of confidentiality with sensitivity and compassion ● ability to make decisions and take initiative ● motivated to deliver high quality output ● ability to manage the unexpected ● enjoy learning and new experiences 	Essential	references and interview
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