

Job Specification

PARISH ADMINISTRATOR

St Mary's Monkseaton

St Mary's is looking to recruit for the key role of Parish Administrator (15 hours per week).

BACKGROUND

St Mary's is an Anglican (Church of England) church, in the Diocese of Newcastle. The parish covers the northern part of Whitley Bay, from Spanish City to the Lighthouse, and as far in land as the waggon way and Churchill playing fields. The church was built in 1931 and extended in the 1960s. The spacious Parish Office is situated off the vestibule at the main entrance to the church. You can find out more about us on our website: stmarysmonkseaton.org.uk

CORE FEATURES

- Administration connected with the effective running of the Parish.
- Administration connected with our Church Hall and other bookings.
- Welcome to visitors and enquirers.
- General management of the Office.
- Communication and publicity.

APPLICATIONS

We are looking for our new Parish Administrator to be appointed by the end of July 2021, ready to start fully on Monday 6th September 2021.

To apply for this position, please download the application form and upload using the form below. The deadline for applications is Wednesday 15th July, 5pm.

Interviews will take place on Tuesday 20th July.

DETAILED DESCRIPTION

Welcome

- Welcoming visitors to the building during opening hours – Mon-Fri 10am-12pm
- Taking telephone calls and dealing with voicemail.
- Dealing with emails/web-contacts.
- Referring any issues to appropriate member(s) of the Church leadership.
- Handling enquiries and bookings for baptisms, weddings and funerals.
- Selling events tickets.
- Managing Hall and Church Bookings.

Administration

- Managing e-mailing lists and contact groups.
- Opening and distributing the post and replying where appropriate.
- Preparing, [printing] and sharing weekly notices
- Maintaining service booklets; occasionally helping with proofreading, printing and collating.
- Preparing, [printing] and sharing the weekly lectionary readings.
- Keeping notice board(s) up to date.
- Keep website details up to date.
- Providing secretarial support to Ministry team and church groups.
- Managing petty cash.
- Maintain Parish Directory.
- Preparing, [printing] and sharing the APCM documents
- Keeping Data Protection/ Safeguarding information up to date.
- Arranging organists, vergers etc. for Life Events
- Keep registers up to date, including the Memorial Book, and write certificates.
- Keep contact records up to date and organise prayers/cards on anniversaries.
- Keep table of fees up to date and manage payments etc.
- Maintain Burial of Ashes map.
- Keep statistics up to date.
- Maintain Lay Licenses list and record Home Communions.
- Order office/cleaning/sacristy supplies.
- Managing keys.

PERSON SPECIFICATION

| Criteria | Essential | Desirable |
|----------------------------|--|---|
| Qualifications | | NVQ level 2 in business administration or equivalent qualification |
| Experience | <p>Able to demonstrate previous experience of delivering general administrative tasks, including telephone, filing, computer skills</p> <p>Able to demonstrate good customer service skills and experience</p> | An understanding of the Church of England and/or church administration |
| Knowledge | Able to use Microsoft office packages | Awareness of data protection regulations and requirements in relation to handling of personal data. |
| Skills | <p>Able to demonstrate basic IT skills</p> <p>Good organisation skills, able to plan and meet deadlines</p> <p>Ability to work unsupervised</p> <p>Ability to prioritise work</p> <p>Excellent communication skill, both on the telephone and face to face</p> | <p>Good eye for design.</p> <p>Experience with publishing tools (e.g. Canva).</p> <p>Experience of website editing.</p> <p>Familiarity with basic accounting skills</p> |
| Personal Attributes | <p>Good pastoral skills.</p> <p>A pleasant, flexible and approachable manner</p> <p>Able to work as part of a team and on own</p> <p>Able to cope with routine</p> <p>Able to work on own initiative, taking decisions within scope of authority</p> <p>A positive approach to the Christian faith and the Church.</p> | Christian faith. |

TERMS AND CONDITIONS

Hours and remuneration

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

Working Hours are 15 hours a week over 5 days (Monday to Friday, 9:30-12:30), based in the main part at the church office at St Mary's Monkseaton, Claremont Gardens NE26 3SF.

The Office is closed on

- Bank Holidays
- from Christmas Eve to 2nd January
- from Good Friday until the Wednesday of Easter Week
- August

There is the possibility of negotiating flexible working hours/working from home around school holidays and the Church Year.

Leave is 20 days per year, plus Bank Holidays.

Salary is £7,410 per year.

There is a probationary period of 6 months, during which employment may be terminated on 1 week's notice by either side. Thereafter, notice is minimum one month.

Performance will be assessed annually through an appraisal with the Vicar and church wardens.

Equality and Diversity

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

Health and Safety

The parish and its employees 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 Vicar and church wardens who will investigate within 5 working days.

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.