



JOB DESCRIPTION FOR ST MARGARET'S, LEE, PARISH ADMINISTRATOR

Role

We are looking for an experienced and skilled administrator to come and join St Margaret's Church, Lee, on a flexible, part-time basis to support our ministry and mission. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Rector, staff team and the Officers of the church.

As a faith-based organisation and place of Christian worship, our faith is the foundation of everything we do. The post-holder will be expected to be a Christian, join in the spiritual life of the church and work actively to support our ministry and vision.

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 answering the phone and office door as well as booking special events and managing lettings, thus better enabling us to serve our parish.

The role of Parish Administrator is to assist the Incumbent, the Facilities Manager and the Parochial Church Council, which is the main governing committee of the church. The post-holder will be initially based in the St Margaret's Visitor's Centre on Brandram Road, though there are plans for the office to move to within the crypt of St Margaret's Church. The post-holder will be responsible to the Rector on a day-to-day basis and 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, financial, 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 108 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 also through our outreach work. We are proud of the fact that the welcoming nature of our community draws people into our church membership from beyond the parish boundaries.

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 initially scoped for 16 hours a week, ideally 4 half-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 will be £12,480. This salary equates to a full-time gross annual salary of £31,200 Remuneration will be reviewed annually in November.

Access to a stakeholder pension scheme is available after three months' continuous service, although the employer makes no contribution on behalf of the employee. Further details are available from the Treasurer.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata (equivalent to 14 days for 20 hours per week). Leave should be arranged in advance with the Rector, bearing in mind the particular demands of preparation for major church festivals.

The Rector will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. *Any overtime needs to be agreed in advance with the Rector or Churchwardens and will be paid at the hourly rate.*

Key Responsibilities

1) Support St Margaret's vision and mission

2) Office Management and General Administrative Services

1. Provide general administrative support to the Rector, and staff team.
2. Administer the church diary, arranging appointments and setting up meetings when requested.
3. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees).
4. Order supplies for church ministry including stationery, office, communion supplies, etc.
5. Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the parish, (e.g. Piano/Organ Tuner and inspections, Lift Inspection, Alarm services, Fire Appliances, Boiler inspection).
6. Assist with the purchase of office equipment.
7. Invoice for all facilities hires for our church, crypt and halls. Maintain accurate financial records of all invoices issued and payments received. Liaise with the Church Treasurer to check for outstanding invoices and issue reminders where necessary.
8. Act as treasurer on the Kingswood Hall accounts, maintaining accurate financial records and making payments where necessary.

9. Maintain petty cash record.
10. Ensure a safe and clean working environment within the office.
11. Review and implement procedures to ensure clear, efficient and effective office operation.
12. Provide administrative support to The Kingswood Halls, in close liaison with Facilities Manager.
13. Ensure that we have the correct licence for selling alcohol at public events and that hirers comply with our licencing arrangements when holding functions.
14. Ensure that we are up to date with paying royalties (PRS).
15. Ensure that our GDPR procedures are up to date.
16. Encourage, develop and manage volunteers to assist with administrative and management functions.

3) Parish communications

1. Manage all parish correspondence, including post, e-mail, and answerphone;
2. Ensure internal and external noticeboards are kept tidy and up to date
3. Assist with the production of parish publications including the weekly service sheet (print, fold, compile) etc, and the production and circulation of the monthly 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, local newspapers & websites
6. Maintain St Margaret's church members database (Access)
7. Co-ordinate occasional 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.
10. 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
11. Provide administrative support to the Rector for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.

4) Administrative Support for Worship

1. Provide administrative assistance to the Rector and worship team
2. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling folding etc.
3. Maintain and coordinate rotas for worship including intercessions, readers, welcomers, lay assistants for communion, sides-persons, etc.
4. Manage copyright licence applications and requirements
5. Coordinate and advise on arrangements for celebration services - e.g. weddings, funerals, baptism (e.g. bells, organist, vergers, hall, invoicing, baptism card, candle etc.).
6. Support and encourage volunteers working in church premises and gardens

5) Building maintenance and development

1. Communicate effectively and regularly with the Facilities Manager about the state of the premises, maintenance requirements, health and safety concerns etc.
2. Provide administrative support to the Facilities Manager, including record keeping, communication with contractors, payments etc.
3. Oversee insurance requirements and act as main point of contact with insurers

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

Requirement	Essential or desirable?	How assessed?
Qualifications <ul style="list-style-type: none"> • degree or diploma 	Desirable	Via CV
Experience <ul style="list-style-type: none"> • experience of working in similar role • experience as a team or project leader, supervision of staff or volunteers • experience of church ministry/mission • experience of premises management • general accounting/payroll experience • experience of accounting software 	Desirable	Via CV, church reference 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	Via church reference 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 • strong planning skills with ability to work autonomously and manage workload • excellent organizational skills • ability to work flexibly 	Essential	Via 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	Via church reference and interview