



Parish Administrator

Job Description & Person Specification

We are looking for an experienced and skilled administrator to come and join St Margaret's Church, Lee, for an initial 6-month contract on a 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 and Kingswood Halls.

Along with our Rector and staff team, this post is key in enabling growth in the ministry and mission at St Margaret's and the further development of income generating activities in our church and parish halls. In line with our vision of St Margaret's as a place 'Where Communities Meet' and as well as providing effective administration, the post-holder will be expected to be a positive face and voice of the church to the wider community. An ability to develop and maintain effective working relationships with a wide variety of stakeholders is essential. The post-holder will be office based and will be responsible for answering the phone and office door.

The Parish Administrator is employed by 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 Rector on a day-to-day basis. They will also work closely with the Churchwardens 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.

St Margaret's is an inclusive church and it is expected that our values are shared and demonstrated by the postholder.

The parish is currently in 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 25 hours a week, spread over 4-5 days, Monday-Friday. Some flexibility in the distribution of the hours could be agreed. Occasional evening and weekend working will be required to cover special events, which will be compensated by time off in lieu.

Terms and Conditions

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

The salary will be £18.14 per hour paid monthly in arrears by direct transfer. The gross annual salary will be £23,582.

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

Annual paid holiday entitlement is 28 days, including bank holidays. Leave should be agreed in advance with the Rector, bearing in mind the particular demands of preparation for major church festivals.

The post-holder will be subject to an annual Performance Review process.

The postholder will be expected to attend staff meetings as appropriate and to operate at all times in a professional and safe manner. St Margaret's is committed to promoting a safe environment and culture. The postholder will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training. The post will be offered subject to satisfactory references and DBS check.

The Rector 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.

Key Responsibilities

1) Support lettings, church and hire activities

1. Promote market lettings of the sites to increase income via the parish website, 3rd party internet sites, social media, online community forums and hard copy promotional materials.
2. Respond promptly to hire enquiries for the church, crypt and halls
3. Issue hire agreements and related paperwork and forward completed agreements to the treasurer for invoicing.
4. Facilitate viewings of our buildings for prospective hirers.
5. Keep up to date the church and halls diaries (google calendar)
6. Develop and maintain strong relationships with users of the buildings and with the local community, to maximise the benefit derived from the facilities by the community as a whole and the revenue that can be generated from their use.
7. Open and close buildings as necessary during working hours and support 'out of hours' events as agreed in advance.
8. Provide support to the local community, schools and other growing partnerships in their use of the Halls and Church buildings
9. Provide clear policies for all individuals and groups hiring the church premises and alongside the caretaker, ensure that they are being adhered to.

2) Office Management and General Duties

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. Ensure a safe and clean working environment within the office.
4. Ensure that our GDPR procedures are up to date.
5. Order stationery, IT and printer supplies
6. Working alongside and in consultation with the Treasurer to ensure that insurance policies, licences and permits are in place and reviewed as necessary
7. Review and agree utilities and other facilities contracts in consultation with the Treasurer
8. Assist the Rector, Churchwardens and Treasurer with preparing budgets by obtaining necessary quotes from contractors/for goods and services
9. Assist the Treasurer with the administration of the finance records (using Xero, training will be provided)
10. Open and close buildings for contractors/hirers
11. Maintain and update The Operational Reference Manual
12. Assist the Rector, Churchwardens and Treasurer with preparing the annual budget by obtaining necessary quotes for works

3) Health and Safety

1. Act as Health and Safety Lead, ensuring that all risk assessments are up to date, including the fire risk assessment as well as overseeing the health and safety of contractors and building users
2. Maintain appropriate training in health and safety and ensure we are compliant with all statutory Health and Safety regulations (training can be given)
3. Be responsible for organising statutory maintenance certification including gas safety, PAT testing and electrical inspections
4. To have knowledge of the positions of all fire fighting equipment and their safe and appropriate use in an emergency. (training will be provided)
5. To have knowledge of emergency procedures including building evacuation and contact routines. (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. Design and produce parish publications including our e-newsletter Leeway (using MailChimp)
4. Design and print all publicity material (flyers, posters, banners, online adverts & social media posts) for services and events (using Publisher/Canva)
5. Advertise church events on our website, social media pages, and via local media channels (using Canva)
6. Maintain St Margaret's church members database (Excel)
7. Co-ordinate parish mailings, including printing and distributing Easter and Christmas leaflets
8. 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.
9. Ensure 'A Church Near You' site is 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.

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.

5) Safeguarding

1. 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.
2. Maintain safeguarding training records for staff and volunteers and be proactive in alerting individuals when training is required.

3. Support the Parish Safeguarding Officer to disseminate information relating to safeguarding, including updating posters and other publicly displayed materials.
4. Provide updated DBS and safeguarding training records to each PCC meeting for review.

6) Support the Parochial Church Council

1. Support the PCC Secretary by preparing documents required for the Annual Parochial Church Meeting and Meeting of Parishioners. Post the appropriate notices, collect, duplicate and issue written reports, agendas and minutes.
2. Print and display approved minutes of the PCC in church after each meeting
3. To notify the Diocesan Office of any change in parish officers, or their contact details as soon as possible, e.g. PCC Secretary, Treasurer, Electoral Roll Officer, Church Warden etc.
4. To notify the Diocesan Office and Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod.
5. Update the Charity Commission website with details of the PCC Trustees after each APCM.
6. Submit faculty applications and monitor progress
7. Be the point of contact for the Inspecting Architect.

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

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 desktop publishing skills (publisher/Canva) strong planning skills with ability to work both autonomously and as part of a 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 • enjoy working with a variety of stakeholders in a community setting and a commitment to supporting St Margaret's develop as a place 'where communities meet' • values align with St Margarets as an inclusive church 	<p>Essential</p>	<p>references and interview</p>
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