The Parish of Barming with Teston

Parish Administrator - Role Description:

**Based at:** The Rectory, Church Lane, Barming, ME16 9HA (with occasional local travel).

**Hours:** 12-14 per week (Monday – Thursday 9:30 – 1pm)

**Role length:** TBC

**Hourly Rate:** £10:50

**Reporting to:** The Incumbent (Rev Wil North) or the Church Wardens in his absence

**Overview**

The Parish Administrator will provide administrative support to the parish of Barming with Teston.

Work will be undertaken in Barming Rectory, with occasional duties that may be required out of the office locally.

The Administrator may also be asked to attend meetings and other events outside of the main office and office hours. From time to time they may be asked to work from home.

The Administrator will work with their line manager (the Incumbent) to appropriately manage workflow and meet deadlines.

The Administrator will be a first contact point for enquiries and undertake a wide range of administrative tasks, including but not limited to a variety of computer-based applications. The Administrator may be in contact with individuals and families at important times in their lives and may need to deal with confidential and sensitive information and situations. The part-time nature of this role will challenge the Administrator to manage the work time available in such a way to balance the progress of administrative duties with timely responses to incoming contacts from the community. The Administrator will be provided with a computer for their duties.

**Main Responsibilities**

1. **Church Services**

* Weekly Preparation of Church Notices Sheets
* The Sending of weekly E-Notices to contacts and groups
* Weekly Preparation of Scrolling Notices
* Preparation of PowerPoints for (1st and 3rd Sunday Services and Messy Church)
* Liaising with service assistants to confirm availability and where necessary finding replacements.
* Putting all PowerPoints on memory stick ready for Sunday services.
* Arranging service cover when the incumbent is away.
* Termly music returns for CCLI.

1. **Administration of Occasional Offices**

**Baptisms**

* Liaising with families before and after their Baptism service.
* Preparing Baptism registers, certificates, and gifts.
* Completion of spreadsheets for tracking data.

**Confirmation**

* Preparing Confirmation registers and certificates, and other gifts.
* Assisting the Minister with Orders of Service for Confirmation Services.

**Weddings**

* Administrate and manage the wedding preliminaries and assist in liaising with couples.
* Preparing wedding documents and registers.
* Preparing Orders of Service if required.
* Quarterly task to prepare the Marriage Returns.
* Co-ordination of organists, vergers, choirs and bellringers.
* Completion of spreadsheets for tracking data.

**Funerals / Burials of Ashes**

* Point of contact for Funeral Directors and families.
* For Church funerals, preparation of Registers and Certification
* Preparing Orders of Service if required.
* Quarterly task to prepare the Funeral Returns.
* Co-ordination of organists, vergers, choir, and bellringers.
* Completion of spreadsheets for tracking data.

**Churchyard:**

* Checking of memorial applications against regulations.
* Completion of spreadsheets for tracking data.
* Using Churchyard maps to track location of grave plots.

1. **Representing the Parish to the Public**

* Answering phone calls, emails, and face-to-face enquiries from members of the local community who may be interested in speaking with a Clergyperson about baptisms, weddings, funerals and Churchyard matters, as well as handling a wide range of pastoral enquiries for the Clergy.

1. **Church Communication**

* Keeping up to date all inward and outward facing communications. Including, but not limited to
  + Annually preparing, and regularly updating Church and Community Contact Lists (databases)
  + Handling GDPR compliance, and printing (where appropriate) for distribution.  
    Preparing weekly Notice sheets.
  + Assisting in the preparation of promotional materials e.g. for Christmas services.

Including the design and lamination of posters.

* + Ensuring Church Notice Boards are up to date.
  + Maintaining Website, Facebook and other social media platforms.
* Monthly Printing and Preparation of Letters and prayer slips for the road prayer initiative.

1. **Safeguarding**

* Although not necessary now, in the future the Administrator may be required to hold the role of Parish Disclosure Officer. The PDO is responsible for checking DBS forms before they are sent to the Diocese and providing admin support to the Safeguarding Officer. (A DBS check for this role is required.)

1. **General Administration**

* **Correspondence**

Preparation and distribution of general Church correspondence and occasional support for key lay leaders.

* **Statistics for mission**

At the end of each year, the Administrator will gather the statistics and complete the forms for the Diocesan Office.

* **Stationery and Photocopying**

Place orders for stationery and print toners and liaise with the Photocopier supplier for servicing and maintenance.

* **Filing**: Managing the Ministers’ filing and storage of data, records and information as required.
* **PCC Assistance**

Occasionally the Administrator may be asked to prepare and photocopy papers for meetings. Each year around May, the Annual Meetings take place and the Administrator may be heavily involved in the preparation of documentation and papers, ensuring the correct notices are displayed at the right times, photocopying and preparing for the meeting. It will also involve working on the Electoral Roll around that time.

1. **Special Services**

**Time to Remember**

* Sending of Letters to bereaved families to attend our Annual Time to Remember Service.
* Collating responses and creating list of names to be read on the roll call.
* Co-ordination of organists, Sides People, Readers and Refreshments Team
* Creating, Printing and Folding Service Book for the Service
* Purchasing Tea Lights

**Remembrance Sunday**

* Co-ordination of organists, Sides People and Readers.
* Creating, Printing and Folding Service Book for the Service

1. **Hall Bookings / Church Visits**

* The administrator will be responsible for taking on hall bookings, which will include:
  + Producing invoices / receipts.
  + Overseeing hire agreements.
  + Liaising with the church treasurer over expected fees.
  + Liaising with the church wardens over maintenance needs of the hall.
  + On occasions showing people around the hall.
* On occasions groups like to visit the church. The administrator would be responsible for communicating with these groups and ensuring that there was someone available to open and lock up.

1. **Other Duties**

* The Administrator may be asked to undertake other tasks for the smooth running of the parish other than those listed above.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, in discussion with the manager.

This job description will be reviewed regularly in the light of changing requirements and any such changes will be discussed with the post holder.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Parish of Barming with Teston is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

**Person Specification**

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| **Job Title:** | Parish administrator |
| **Responsible to:** | The incumbent |

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| **Criteria** | **Essential** | **Desirable** |
| Education /  Qualifications | * 5 GCSEs including: English and Mathematics or equivalent qualification * Good command of written and spoken English. | * RSA Stage II/NVQ Level 2 in Administration or equivalent. |
| Experience | * Experience of working in an office/customer facing environment. * Experience of planning and organising own workload * Experience of working in a team. | * Experience of working with unpaid volunteers |
| Skills & Abilities | * Excellent customer care skills. * Good IT skills (MS Office). * Good organisational skills. * Excellent telephone manner. * Ability to adopt an appropriate style and method of communication and deal effectively with people. * Ability to work on own and self-manage time. * Ability to work under occasional pressure/stress. * Ability to work as part of a team. * Flexible approach to work. * Friendly and approachable. * Ability to deal with members of the public who may be distressed. | * Knowledge of Data Protection Act and GDPR * Ability to use and post on social media |
| Knowledge & understanding | * Clear understanding of confidentiality and the importance of maintaining confidentiality. | * Understanding of the Church of England |
| Other  requirements | * Supportive of the Christian ethos of the Church of England * Ability to travel to other sites, if required |  |

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