**St Chad’s Church (CofE), Lichfield**

**JOB TITLE** Parish Administrator

**RESPONSIBLE TO** Rector and Parochial Church Council Standing Committee (PCC)

**Hours** 12 hours per week (4 hours to be worked on Monday, Wednesday, and Friday)

**Based at** Parish Office,Well Cottage, St Chad’s Road, Lichfield

**Salary** £9.90 per hour

**KEY OBJECTIVES:**

1. To provide administrative services to support the mission of St Chad’s church
2. To provide a first point of contact for members of the public enquiring about any aspect of the work of St Chad’s
3. To maintain the parish office in an effective, efficient, and dynamic way

**JOB DESCRIPTION**

1. Occasional Offices (Baptism, Weddings, Funerals)
   1. To provide a first point of contact for enquiries
   2. To make appointments with enquirers and to take bookings for weddings and baptisms following the church’s procedures
   3. To arrange funeral services in liaison with funeral directors, clergy, organists and vergers
   4. To maintain accurate and up to date records and databases, including legal registers where needed
   5. To collate statistical returns for both the PCC and the Diocese of Lichfield
   6. To assist in churchyard management by processing applications for memorial monuments
2. Communication
   1. To maintain the church and parish diary – for St Chad’s Church, Well Cottage, the Church Hall and Elmhurst Mission
   2. To produce the weekly information bulletin
   3. To ensure that information displayed publicly on noticeboards and in the church is up to date and well maintained
   4. To ensure information is well communicated (via posters/social media/website/partner organisations)
   5. To communicate with clergy and lay leaders any relevant information
   6. To assist in the preparation and production of orders of service for public worship
   7. To assist in promoting the effective use of social media and website
3. Administration
   1. To respond to phone, e-mail and social media messages, to personal callers and to determine action to be taken
   2. To manage parish data
   3. To manage the church photocopier
   4. To manage supplies of stationery and office equipment
   5. To offer clerical support for church activities including photocopying and mailshots
   6. To maintain filing systems and personal information in line with Data Protection guidance
   7. To provide general administrative support to the ministry team
   8. To manage the bookings at the church hall
   9. To maintain copyright licence applications and requirements
4. Finance
   1. To be part of the finance team under direction of the Honorary Treasurer
   2. To be one of the administers of the electronic banking facility
   3. To ensure that financial records are accurate and up to date
   4. To ensure that all Fees due to the PCC are recorded, banked and all disbursements from the Fees account are up to date and accurate
   5. To prepare monthly financial reports for the Treasurer and PCC Standing Committee

This job description is not fully conclusive and additional tasks and duties may be required as and when, subject to negotiation.

**ETHOS AND VALUES**

St Chad’s, Lichfield is part of the Church of England’s Diocese of Lichfield. As such the parish complies with all requirements of this association – including safeguarding policy and procedure, diocesan aims and objectives, financial reporting in line with Charities Act guidance, and any other statutory or ecclesiastical requirement. The parish aims to implement best practice in respect of these obligations.

St Chad’s is a faith-based organisation and a place of Christian worship where the church community seeks to live out the good news of Christ. The parish served by the church is diverse and the church community aims to share the good news sensitively and clearly with all sections of the community. The post of Parish Administrator is a key one in supporting these aims. As such, the postholder will be expected to be in sympathy with the values and ethos of a Christian organisation which include the following key elements:

1. Inclusivity and Welcome
2. Generosity and Hospitality
3. Prayer and Pastoral Care
4. Evangelism and Healing

**QUALITIES AND SKILLS**

This role requires the postholder to be capable of lone working in an office environment. Personal initiative and a strong work ethic are needed along with inter-personal and communication skills – verbally and in writing, face to face and via phone and e-mail or on-line. The Parish Administrator has to be a sensitive listener experienced in dealing with matters of confidentiality with care and compassion. The postholder will need to manage their own workload and ensure that reports and records are up to date. A commitment to team working with key office holders within the church and a willingness to share in training and development will be assets. Up to date literacy in computer-based financial management systems and software packages which assist with communication and administration will be advantageous.

**KEY WORKING RELATIONSHIPS**

St Chad’s is committed to a collaborative approach to Christian ministry in which each role holder exercises their responsibilities within the parameters defined by the church but with a maximum possible degree of independence and freedom. The key working relationships will be with the Rector of the parish (who will arrange for appropriate line management), the Churchwardens, PCC secretary and the Honorary Treasurer.

**TERMS AND CONDITIONS**

The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Chad, Lichfield will be the employing body. The detailed terms and conditions will be contained in the post-holders Contract of Employment.

Initially this post will be classed as temporary employment expected to last two years, the salary will be £9.90/hour paid monthly in arrears by direct transfer. The gross annual salary will be £6,177.60 which equates to a full-time gross salary of £18,018. Remuneration will be reviewed annually in January. Subject to automatic enrolment, NEST pension scheme is available after three months continuous service. St Chad’s church hopes that the funding will be available to extend the post beyond the initial two year period.

There will be a six-month probationary period with a three-month review point. Appraisals will take place to confirm completion of the probationary period. A supervisory meeting will be arranged at least bi-monthly.

During the probationary period one week’s notice of termination of employment is required, thereafter four weeks’ notice is required. If it is necessary for St Chad’s PCC to terminate the employment one week’s notice of termination will be given in the probationary period and thereafter four weeks’ notice will be given

Annual paid holiday entitlement is 17 days (68 hours) including bank holidays. Leave to be arranged in advance.

The PCC, through its Standing Committee, will review regularly the post-holders duties and responsibilities and discuss development, common concerns and opportunities for training.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Essential or desirable** | **How assessed?** |
| **Skills, Experience, Knowledge**   * Working in a similar role * Ability to understand and work in a church environment * Ability to collate information and communicate relevantly * Excellent written and oral communication skills * GCSE or equivalent in English and Maths * NVQ or equivalent in Business and Administration (level 1 or 2) * Understanding of computer software and willingness to learn new systems * Experience of maintaining administrative records, providing statistical and other reports * Experience of cash management or basic book-keeping | * Desirable * Essential * Essential * Essential * Desirable * Desirable * Essential * Essential * Essential | * Application * Application, interview * Application, interview * Application, interview * Application * Application * Application, Interview * Application, Interview * Application, Interview |
| **Personal Qualities**   * Sensitive and able to respond to needs of vulnerable people * Self motivated and able to work under own initiative as well as within a team * Ability to work flexibly and efficiently in order to complete tasks on time and to deadlines * A person of integrity that can be trusted with confidential matters * Demonstrate understanding and enthusiasm to help develop an organisation which is experiencing change | * Essential * Essential * Essential * Essential * Essential | * Application, Interview * Application, Interview * Application, Interview * Application, Interview * Application, Interview |

**The job description and is not fully conclusive and additional tasks and duties may be required as and when, subject to negotiation.**