**Parish Administrator**

Berkswich Parish is a legal entity, a charity under civil law, that is managed by its legal trustees who are the elected members of its PCC (Parochial Church Council). The Parish incorporates the estates and villages of Baswich, Brocton, Hillcroft Park, Milford, Walton on the Hill and Wildwood, serving the people who live and work in and around these areas.

**Job Title:** Parish Administrator

**Employers:** The Parish of Berkswich

**Line Manager:** Vicar of Berkswich

**Hours:** 20 hours per week (5 hours per day, Tues to Friday)

**Salary:** £12 per hour

**Annual Leave Entitlement:** 22 Days

**Length of Post:** Minimum of 3 years

**Location:** You will principally occupy office space in the Parish Office at Holy Trinity Church, with a requirement to work from the Vicarage office at times. There may also be a requirement to travel and carry out duties at the other churches within the parish and the church hall occasionally, for which Mileage Allowance will apply.

**Aim of the Post**

The role of Parish Administrator is to support the Vicar and Parish in the administrative tasks of Berkswich, which will allow the Vicar to Minister and reach out with the Gospel.

Specific Responsibilities

* Provide administrative support to the Parish and carry out tasks that the Vicar may ask you to do.
* Help the Vicar’s organisation of meetings and Diary.
* Provide Administrative support to the functioning of the Parish Hall and its committee.
* Attend the weekly staff meeting.
* Help with the communication to the church. This includes producing our weekly notice sheet, managing notice boards, and being able to deal with occasional queries.
* Provide administrative support for worship.
* Deal with the administration relating to Baptisms, Weddings, Banns of Marriage and Funerals when necessary. Ensuring that the paperwork and other administrative tasks are done in a timely manner.
* Keep the Website up to date with important information and upload the weekly notice sheet.
* Help with the administration for the upkeep of the church buildings and grounds.
* Taking and distribution of minutes for Parish committees.

**Person Specification.**

Essential Skills

* Open and sympathetic to the Christian faith
* Able to work alone and in consultation with the Vicar
* Possess good listening skills
* Capable of dealing with difficult personalities and circumstances appropriately and with sensitivity
* Recognise and respect matters of confidentiality
* Will be computer literate and competent in using the Microsoft Office suite
* Cognisant of the legal requirements of Data Protection
* Be self-motivated
* Have a strong attention to detail and an ability to prioritise tasks
* Excellent proof-reading skills
* Knowledge of book-keeping and finance

Desirable skills

* An understanding and knowledge of church worship and the structures of the Church of England
* Knowledge of external funding sources
* Sympathetic to the Christian faith

**Additional Notes:**

**Safeguarding requirements:** for purely administrative roles a DBS check is not needed. But the Administrator will be required to undergo basic Safeguarding training.

This post is subject to a **3-month probationary period**.

For an application form please email wardenchris@berkswich.org.uk