



ROLE PROFILE

Job Title:	Parish Administrator
Salary:	£11.50 per hour 15 hours per week
Duration:	Initially 6 month fixed term contract
Reports to:	The Parish Church Council of St Jude-on –the-Hill (PCC)
Date:	February 2018

CONTEXT

The volunteer members of the PCC require the regular support of an administrator to ensure they are able to meet and comply with day-to-day duties and responsibilities.

The Parish Church Council “PCC” of St Jude-on-the-Hill is also applying for a Heritage Grant to restore the church and this will be a major project involving a total spend of circa £5m. Whether or not this is secured, the church needs to raise funds for the restoration and ongoing running of the church.

ROLE PURPOSE

1. To relieve the burden of some of the day-to-day administrative tasks from the Churchwardens, PCC and wider volunteers to ensure their energies are focussed effectively and to encourage and enable further volunteers to take on crucial responsibilities.
2. To assist in the development of the Parish Office and the creation of an administrative structure relating to the Parish.
3. To assume responsibility for and to carry forward certain administrative tasks important to the life of the Parish, some of which are presently undertaken by the clergy and laity, including supporting the Bookings Manager and bookings team.
4. To provide a central focal point for the overall administration of the Parish.

Specifically this will include:

- Liaising with the bookings manager and handling the administration of church hires including invoicing and collecting the income due;
- Opening up the Church to hirers and liaising with the team of volunteers responsible for late closing / early opening of the church for hirers;
- Handling the administration of the Choral Scholarship/Organ Scholarship schemes and liaising with the Director of Music;
- Organising the regular cleaning of the church;
- Organising the servicing of the fire extinguishers, lightning conductor, boiler and alarm systems;
- Arranging the agreed repair works to the fabric of the building in conjunction with the PCC – for the avoidance of doubt, this does not include the works necessitated by the Heritage Grant application;
- Organising the servicing and tuning of the organ;
- Organising the maintenance of the grounds by liaising with appointed contractors;
- Ordering of necessary supplies for the Church in conjunction with the Vicar and / or the PCC;
- Replenishing the salt in the water softener in the kitchen;
- Maintaining, or supporting a volunteer with the maintenance of, the Electoral Role;

- Organising/supporting volunteers to organise and coordinate rotas for (inter alia) Sunday afternoon openings during British Summer Time, the coffee and refreshments for Sunday and special services; the flowers for Sunday and special services; and church cleaning.
- Banking, or coordinating volunteers for the banking of, church income and liaising with the Treasurer accordingly;
- Maintaining and updating the website in conjunction with the Vicar and the Publicity Officer;
- Acting as Secretary to the Project Steering Committee for lottery funding if required and taking the minutes of the meetings, liaising with the chairman as appropriate;
- Maintaining the church filing system and creating a new filing system for the Heritage Project to ensure that all records are kept separate;
- Paying and recovering disbursements as required;
- Ensuring that any purchasing or procurement is managed in line with agreed procedures;
- Ensuring office practices are followed;
- Good file management, storage & destruction;
- Supporting the implementing and practice of disaster recovery & business continuity procedures;
- Ensuring data is appropriately handled;
- Supporting the delivery of a number of projects for the PCC;
- Preparing and implementing appropriate policies on behalf of the PCC;
- To work to support the PCC providing efficient and confidential support to improve efficiency and maximise the use of the church for fundraising activities;
- To deal with queries and suggest improvements in line with business processes and procedures;
- To support the PCC with other administrative tasks as appropriate.

DIMENSIONS

The role involves working with frequent change and within an environment of changing priorities and deadlines. The post holder will work closely with the PCC. The working hours will be Monday to Friday 9.00 am to 12 pm. 28 days paid (pro rata) will be given each year including the bank holidays. The Church is often at its busiest around Christmas and Easter and holidays should preferably not be taken during those periods. The appropriate pension contributions will be paid to an approved scheme in addition to the salary on offer. The place of work will be the Upper Vestry or Vicarage Rooms, St Jude-on-the-Hill, Central Square, Hampstead Garden Suburb, London NW11 7AH. A 3 month probationary period will apply.

MAIN DUTIES

Generic Duties/Accountabilities	
1.	To ensure compliance with your responsibilities as laid out in the PCC's equal opportunity policy.
2.	To ensure compliance with your responsibilities as laid out in the PCC's health and safety and lone working policy and take an active role in promoting a positive health and safety practices with those booking the church and church rooms.
3.	To ensure compliance with the PCC's information security policies and maintain confidentiality.
4.	To promote and adhere to the PCC's vision and values.

Service Specific Duties/ Accountabilities	
1.	To ensure office procedures are clear, support good customer care to those hiring the church.
2.	To work collaboratively with the PCC to develop implement and monitor systems and processes, as necessary.
3.	To maintain accurate data/information from/onto a range of appropriate database(s)/computer systems producing reports using spreadsheets and databases as appropriate.
4.	If required, to show PCC members the basic workings of IT, office procedures, to maximise their efficiency.
5.	To provide administrative support for the implementation and monitoring of risk management, business continuity, information management and disaster recovery strategies for the Church.

SELECTION CRITERIA (A = assessment; I = interview; and T = test)

Ranking Order	Knowledge Indicator	Method of Assessment
2	IT literate in order to be able to operate and maximise the potential of IT systems.	A/I
1	Knowledge of working in a customer-focused environment and the principles of providing excellent customer services.	A/I
1	Good working knowledge of MS Word, Outlook, PowerPoint and Excel. A working knowledge of maintaining a website would be useful, but not essential; however a willingness to learn would be essential.	A/I
2	Knowledge of how the Church of England works would be useful but not essential as would knowledge of working with the Heritage Lottery Fund.	A/I
	Experience	Method of Assessment
2	Experience of making best use of systems and providing an efficient service.	A/I
1	Experience of working in a support team or customer-focused environment.	A/I
1	Experience of demonstrating initiative and initiating improvements, identifying potential issues and suggesting solutions.	A/I
1	Experience of working with IT systems.	I/T
	Education, Qualifications and Training	Method of Assessment
1	Sufficiently literate and numerate to undertake the duties outlined in the job description.	A/I
	Skills and Abilities	Method of Assessment
1	Ability to work as part of team but to also be happy to work on their own and be self-motivated.	A/I
1	Ability to communicate effectively, both orally and in writing, with colleagues, members of the community and users of the church's facilities.	A/I/T
2	Ability to prioritise own workload to ensure all tasks are completed within given timeframes.	A/I/T
	Other Essential Factors	Method of Assessment
1	Able to work flexibly as required including on occasions unsocial hours and/or at venues a reasonable distance from the church.	I
1	Willing to undergo a Disclosure Barring Service (DBS) check or equivalent.	A