



Administrator
JOB DESCRIPTION

Job Title	Parish Administrator
Line Manager	Rector
Place of work	Broadwater Parish Centre
Hours per week	20 hours (worked flexibly to be agreed)
Overseeing	Church and Parish Centre cleaners, Admin Assistants

ROLE

To provide administrative support to the Rector and Broadwater Parish with some responsibility for the administration of the other churches in the parish and to manage the Parish Centre bookings.

KEY RESPONSIBILITIES AND TASKS

- To provide administrative support for the Rector and team vicar as appropriate
- To act as Parish Electoral Roll Officer
- To act as Broadwater PCC Secretary
- To provide as much of the administration as possible for the Parish.
- To assist with simple bookkeeping and financial tasks, liaising with the Parish Treasurer
- To manage the office, deal with telephone calls, emails and personal callers of all kinds.

Church and Parish

To maintain:

- ChurchSuite database, bookings and diary
- Oversee & produce weekly & monthly emails to the congregation.
- Ensure that the Parish website is kept up to date, attractive and easy to navigate.
- To provide agendas and minutes for meetings
- Oversee the recording of registers to support school admission
- Collate and report Mission stats for all church sites
- Collate and edit reports for the St Mary's AGM and the APCM

Diocese and Deanery

Handle requests & instructions from the Diocese & the Deanery.

Statutory requirements

Oversee the statutory requirements of the organisation: safeguarding, insurance, copyright, health & safety policies, risk assessments, security, maintenance of equipment, portable appliance testing, data protection.

Church files

Manage Parish files in both hard copy & electronic form.

Special projects

Administer special events such as Alpha courses, mission weekends, music events, marriage preparation, church courses and training as required.

Lettings

Be responsible for the letting and use of rooms and facilities at the Parish Centre and at St Mary's Church, and all that this entails: invoicing, security, health and safety, risk assessments, safeguarding.

Supporting staff

Act as line manager for:

- Parish Centre and church cleaners
- Admin Assistants

The Parish Administrator will need to attend Safeguarding meetings and training, to keep abreast of legislation.

There is an expectation that the Administrator attends the Annual Parochial Church Meeting and other meetings as required.

PERSON SPECIFICATION

Essential Skills

- Excellent administration skills
- Excellent communication and interpersonal skills
- A methodical and well organised approach to work with a meticulous attention to detail
- Excellent computer literacy skills including ChurchSuite, Microsoft Outlook, Word, PowerPoint and Excel
- A demonstrable client/customer focused approach
- Good time management skills and an ability to prioritise a large and varied workload.
- A flexible and collaborative approach to work
- The ability to cope with pressure, frequent changes and deadlines.
- Required to attend Broadwater Parish

Personal Qualities /character Description

- A personal walk with Jesus Christ underpinning a lifestyle of faith and integrity (There is a genuine occupational requirement for the post to be filled by a Christian).
- Commitment to the vision and work of Broadwater Parish
- A professional manner
- Tactful and diplomatic, able to keep information confidential
- Highly proactive and self-motivator with drive and initiative
- A team player