

Parish of Chingford Ss Peter & Paul with All Saints

JOB DESCRIPTION: PARISH ADMINISTRATOR

Job Title	Parish Administrator
Reporting to	An Assistant Curate as Line Manager.
Accountable to	The Parochial Church Council of Chingford Parish.
Hours of work	12.5 hours per week, spread over five days per week (excluding Sundays and Bank Holidays). Precise timings, together with possible accommodation for seasonal considerations, will be negotiated with the post holder, in line with the specification set out in <i>italics</i> under “Responsibilities” below.
Location	Primarily Ss Peter & Paul Chingford on at least two days each week: other locations may be used on other days by prior agreement with the Line Manager.
Key relationships	The role will work closely with the Rector, the Associate Priest, other Ministers, the Churchwardens, the Finance Officer and other volunteers.

Overall Purpose of Post

The Parish Administrator is responsible for the administration of Parish business, (as outlined below) in order that the Parish continues to be a hospitable and efficiently run institution and a good ambassador for the wider church in the community.

Responsibilities:

1. To provide a welcoming, efficient and timely front desk service for enquiries via mail, telephone, email and the website, dealing with all enquiries to completion or appropriately forwarding them to the relevant person.

Essential to this is the specification of set times on at least four days – and preferably five days - per week (excluding Sundays) during which the Parish Administrator will normally be available to answer phone enquiries and to deal with Email enquiries. Any times between 09.00 and 21.00 can be specified by the post holder but must be agreed with a Churchwarden and must be adhered to because they will be published on the Parish web site.

2. To manage the hall and church booking process for the whole Parish. This includes taking enquiries, inducting hirers, keeping a record of users and their hire agreements, using an electronic system to raise and track hiring and other invoices, and keeping a record of keys and their holders.
3. To assist in managing the Parish Diary which is held and maintained electronically.
4. To receive, print, photocopy, and collate materials for services, meetings etc. In particular, to produce the weekly information sheet and ensuring adequate copy from and for both churches.
5. To maintain the Parish Electoral Roll.
6. To act as office manager including filing, orders, routine fabric appointments and keyholders lists.
7. To collate and distribute papers for the PCC.
8. To assist the Treasurer and Finance Officer in maintaining financial transaction records, primarily by electronic means, and storing cash in a secure manner.
9. To assist the Parish Safeguarding Officer by administering (i) DBS checks; (ii) risk assessments and activity plans; and (ii) adult supervisor rotas for the choristers.
10. To establish and maintain a confidential safeguarding filing system
11. To be a part of the Parish Leadership Team, particularly through participation whenever possible in its fortnightly meetings¹.
12. By identifying improvements to current processes, to initiate and embed new process that minimise the impact of routine duties on the post holder and those with whom they work.
13. To carry out any other administrative task as reasonably requested by Officers of the Parish², in consultation with the Line Manager.

Duration:

The post is subject to a three-month probationary period. The post will continue until 28 August 2020 when it will terminate. The post will be reviewed in June/July 2020 in terms of the needs of the Parish and a new contract starting in or after September 2020 may be advertised.

¹ The Leadership Team currently comprises the ordained ministers of the Parish, the Lay Reader and the two Churchwardens. It currently meets formally every other Monday from 09.00 to 11.00.

² For the purposes of this Job Description, "Officers of the Parish" means the two Churchwardens, the Treasurer, the Director of Music, the Parish Safeguarding Officer, the Associate Priest and (when in post) the Rector.

Person Specification

Essential

1. Demonstrable experience in administration.
2. Literate (GCSE in English).
3. Computer literate (proficient in Word, Email and use of social media).
4. Excellent attention to detail.
5. Integrity and ability to manage confidential information.
6. Sympathy with the mission and practices of the Church of England.

Preferable

7. Experience of leading others in administrative review and improvement.
8. Some knowledge of safeguarding procedures.
9. Experience in using Excel and updating Wordpress sites.
10. Ability to take initiative and make decisions.
11. Knowledge of the Parish.

Rate of Pay

The Parish Administrator will be an employee of Chingford Parish. The post is paid at the London Living Wage rate (currently £10.55 per hour) paid by BACS. There is the possibility of overtime by agreement. There are sick and holiday entitlements and access to a voluntary contribution pension scheme administered by the Parish.

Application

To apply please send a CV and covering letter of no more than two pages stating your suitability for the post against the criteria to the Associate Priest,
hilary.musker@Parishofchingford.org.uk by **Wednesday 30 October 2019**

Interviews will be held at Ss Peter & Paul from 11.30 onwards on Wednesday 6 November.