

Chingford Parish

JOB DESCRIPTION

Job Title	Parish Administrator
Reporting to	The Rector
Hours of work	9 hours per week in term time/ 3 hours a week out of term
Location	Primarily Chingford Parish Church or home by agreement
Key relationships	The role will work closely with the Rector, the Associate Priest, Curate, Wardens and other volunteers.

Overall Purpose of Post

The Parish Administrator is responsible to the Rector for leading on 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 diocese in the community.

Responsibilities and Accountabilities:

1. Reception: With others, to monitor and respond appropriately to enquiries via mail, telephone, or email. To ensure that all contacts are followed up efficiently.
2. Hall Bookings: To Administer the Booking Process for the parish churches & Vestry Hall. Including taking enquiries, inducting hirers, keeping a record of users and their hire agreements, taking or ensuring payment is made, and keeping a record of keys.
3. To assist in running the parish diary and rotas for activities across the parish
4. Printing and Collating: To receive, print, photocopy, and collate materials given by officers of the Church for services, meetings etc. In particular to produce the weekly information sheet, and ensuring adequate copy from and for both churches.
5. Uploading events and information to website, Twitter, and Facebook pages
6. Operate as Parish Clerk producing Certificates for baptisms and weddings, making wedding returns, producing materials for the PCC and annual meetings, and mainting the electoral roll.
7. Leading on office management- including filing, orders, routine fabric appointments, Keyholders lists, and improving our administration across the board.
8. Purchasing and Petty Cash: With the Treasurer to make ad hoc purchases for Parish Officers, maintain records, and store cash in a secure manner.
9. Other: To carry out any other administrative task as reasonably requested by Officers of the Parish, in consultation with the Rector.

ROLE DESCRIPTION

Person Specification:

Essential

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

Preferable

7. Experience of leading others in administrative review and improvement
8. Experience in using Excel and updating Wordpress sites.
9. Ability to take initiative and make decisions.
10. Knowledge of the parish.

Rate of Pay

The Parish Administrator will be an employee of Chingford Parish. The post is paid £8.65 ph with the possibility of overtime by agreement paid by BACS with sick and holiday entitlements and access to a voluntary contribution pension scheme administered by the parish.

The parish anticipates that the role will grow with the parish and we aspire to be a Living Wage Employer.

The post is subject to a three-month probationary period.

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 fr.andy@parishofchingford.org.uk .