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| XXXXX Parish & Church NameJob Description

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| **JOB TITLE:**  | Administrative Assistant / Parish Administrator / Church Administrator |
| **JOB SUMMARY:**. | To provide administrative assistance with all matters of administration in relation to XXXX Church as it relates to all of its activities, including the crypt, working closely with the priest in charge. |
| **REPORTS TO:****LINE MANAGER:****HOURS:** | XXX Parochial Church Council (PCC)XXX priest in charge (or equivalent)XXX hours  |
| **SALARY OFFER:** | £XXX per annum (pro rata £XXXX) |
| **LOCATION:** | XXXXX (Based in Church Office) |

**MAIN RESPONSIBILITIES**To assist with the general administration for the Parish, including:* Checking the diary for the week and making sure all necessary papers are in place.
* Review the “to do” list and agree times by which tasks will be complete
* Maintain a “Day Book” of daily contacts, messages, events and a record of arrangements made.
* Taking phone calls in office hours and dealing with routine enquiries
* Deal with baptism enquiries, send out the baptism enquiry pack and monitor its return.
* Follow up wedding enquiries entering information in the church diary, update and circulate the booked weddings summary sheet (monthly), send out invoice based on the requirements of the couple, ensure that organist, choir, vergers are in place.
* Advising / reminding the clergy about banns, banns certificates, baptisms and other pastoral offices.
* Deal with funeral enquiries, liaise with funeral director and arrange organist, vergers, etc.
* Producing service sheets for “Special Services”
* Attend and provide secretarial support for the monthly meetings at XXXX including PCC meetings and of wardens and other key officers, these meetings may be outside office hours.
* Supporting/clerking certain meetings
* Arranging meetings (training and social) of church groups, cleaners, magazine team, servers, home communion team, intercessors and lectors etc.
* Ensuring insurances are up to date and valid.
* Keeping church policies up-to-date (e.g. health and safety, child protection, hall/crypt bookings etc)
* Liaising with caretaker, cleaners and contractors in respect of maintenance and upkeep work for the church and the crypt
* Preparing the long term worship rota arrangements
* Contacting bereaved families and inviting them to have names recorded in the Book of Remembrance and in the case of interment of ashes names added to the Wall of Remembrance.
* Dealing with the calligrapher and stonemason and dealing with all finances appertaining to this work.
* Keep a list of annual events with a note of who does what – e.g. Christingle oranges, Mothering Sunday posies. Palm Sunday Easter Gardens, etc.
* Make the practical arrangements for occasional church away days, retreats etc.
* Assisting the PCC treasurer in ensuring good record keeping in respect of Church accounts
* Management of salaries and all HR matters
* Gift Aid officer
* To assist the priest-in-charge with funding applications
* To assist the priest in charge with maintaining and improving the church website
* To take and monitor bookings for the church hall, and to ensure prompt payment by users and compliance with our terms and conditions.

**NOTES AND CONDITIONS**The postholder will be expected:-* To be fully supportive of the Christian objectives and ethos of the XXXXX
* To comply with terms and conditions of service (their employment contract).
* To adopt a flexible approach to changing patterns of work including times where there is a requirement to work outside normal office hours and undertake such other duties as are consistent with the job purpose.
* To promote best practice in meeting the requirements of Health and Safety legislation and comply with other relevant statutory legislation.
* To carry out duties in accordance with the XXXX policy on equality and diversity.
* To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect.
* To develop oneself and others by making every effort to access development opportunities and contribute effectively by participating in the XXXXX personal development and performance review scheme.
* To be willing to undertake travel as required.
* To ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of the XXXXX.
* To act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Diocese of Bristol’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training
* To undertake such other tasks as may be reasonably requested by the post-holder’s direct line manager.

**GENERAL NOTES**This is a description of the job as it is constituted at the effective date shown. It is the practice of the XXXXXX to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the XXXX reserves the right to make changes to your job description following consultation.**CONTINUAL IMPROVEMENT**We want all our people to have good working experiences with us and we seek to continually improve our working systems and arrangements. We welcome and encourage new ideas and suggestions about what we can do better**SAFEGUARDING**The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required.

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| **Effective Date**: XXX |

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**XXXX Parish Logo**

**EMPLOYEE SPECIFICATION**

To enable us to shortlist in a fair and unbiased way please provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the specification.

**ESSENTIAL**

*Education:*

* Educated to A level standard or equivalent

*Skills/Aptitudes:*

* Excellent communication skills both written and verbal
* Ability to offer advice and support on a one-to-one basis
* Ability to work under pressure and to deadlines
* Ability to work in a team and build key relationships across the Diocese
* Excellent IT skills including MS Office, databases and spreadsheets and accounts applications.
* Confident and helpful telephone manner
* Able to work with confidentiality, diplomacy, tact, and patience

*Knowledge/Experience:*

* Previous experience of working in an administrative role in an office environment.

*Personal Attributes:*

* Able to prioritise tasks, both personally and with colleagues, as part of a small busy team.
* Flexible approach to work life
* Energetic and engaging
* Fully supportive of the aims and ethos of the Diocese of Bristol
* Fully supportive of the aims and ethos of the Diocese of Bristol

**DESIRABLE**

*Knowledge/Experience*

* To have some knowledge and understanding of the Church of England
* Understanding of current issues facing the Church of England.